

CITY OF LEON VALLEY



ANNUAL OPERATING BUDGET FY 2017



August 16, 2016

Honorable Mayor and City Council:

Attached is the adopted annual budget for Fiscal Year (FY) 2017. The budget is balanced as required by State law. It provides revenue sufficient to meet budgeted expenditures for operations, capital improvements, equipment replacement, and debt service for the next fiscal year. City Staff prepared the budget in a very prudent manner that concentrates resources on the day-to-day basic services of the City such as police, fire and public works.

General Fund

The highlights of the budget for the General Fund include a decrease in the ad valorem tax rate of \$0.005016. Total General Fund operating revenues are budgeted at \$8,267,180, operating expenditures are budgeted at \$8,329,836, and capital expenditures are budgeted at \$434,998. Funding for capital expenditures come from the capital reserve and not current year operating revenues.

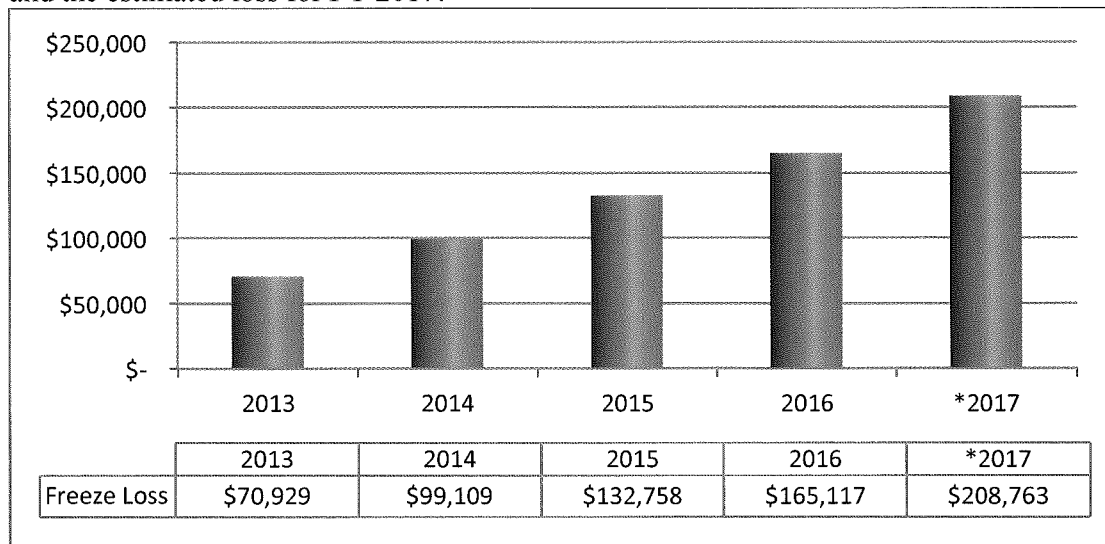
To fund the FY 2017 General Fund Budget, the City adopted a tax rate of \$0.556599 cent per \$100 of valuation. This is a decrease of \$0.005016 from the FY 2016 tax rate. The tax components are as follows: \$0.474645 for Maintenance and Operations and \$0.081954 for Interest and Sinking (I&S) Fund Debt Service. A slight increase of \$164,095 is included in the budget for Property Tax revenue which is related to higher property values. Sales tax is budgeted with a slight decrease of \$30,000 or 1.34% from FY 2016 and franchise fees reflects a slight increase due to CPS franchise fees and court revenue. On May 7, 2016 the Council approved a credit card processing fee of 5% for individuals who pay fines, fees and other related municipal court fees with a credit card. We are estimating the revenue to be generated from this fee to be \$35,000 annually.

General Fund operating expenditures for FY 2017 reflect an increase of \$371,431. A factor for the increase is the engineering fees for the Evers Road Bridge. Without this expenditure, the City would have experienced an increase of only \$141,337. Other factors affecting the changes in the budget are contracting out of the dispatch services to the City of Helotes and the reduction of the contract for the city attorney. Capital expenditures decreased \$578,960, which is attributable to the purchase of a fire engine in FY 2016 of \$480,920.

In 2005, Leon Valley voted to freeze taxes on individuals over 65 years old. This means that when an individual turns 65, the value of their home and the amount of taxes they are paying are frozen in Leon Valley. That is why there are two components to the taxable value calculation.

When calculating taxable freeze adjusted, the taxable value that is frozen must be subtracted and the dollars that are calculated for the freeze portion are then added to the amount of dollars that the City will receive from ad valorem taxes. For FY 2017, the City will lose an estimated \$37,536,370 in taxable value or \$208,763 in revenue.

The chart below demonstrates the revenue loss from the freeze for the last four fiscal years and the estimated loss for FY 2017:

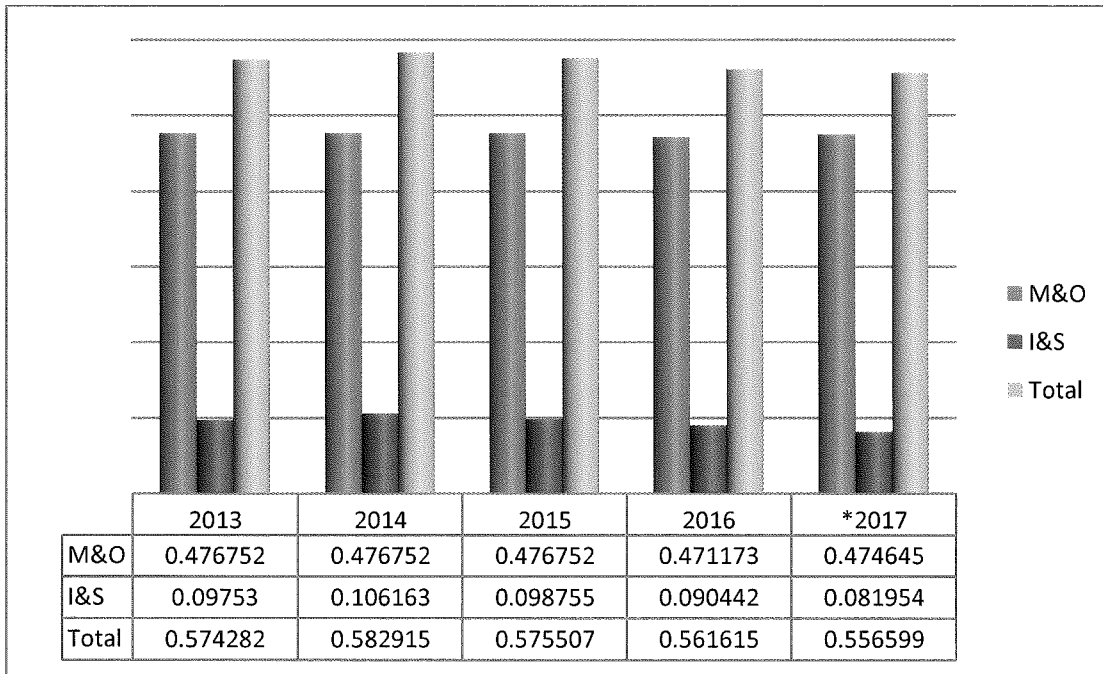


The Appraisal District lists the City FY 2017 market value as \$995,805,339, which represents a 7.0244% increase or \$65,358,286 increase over the FY 2016 tax roll. This number does not reflect exemptions or any loss to appeals.

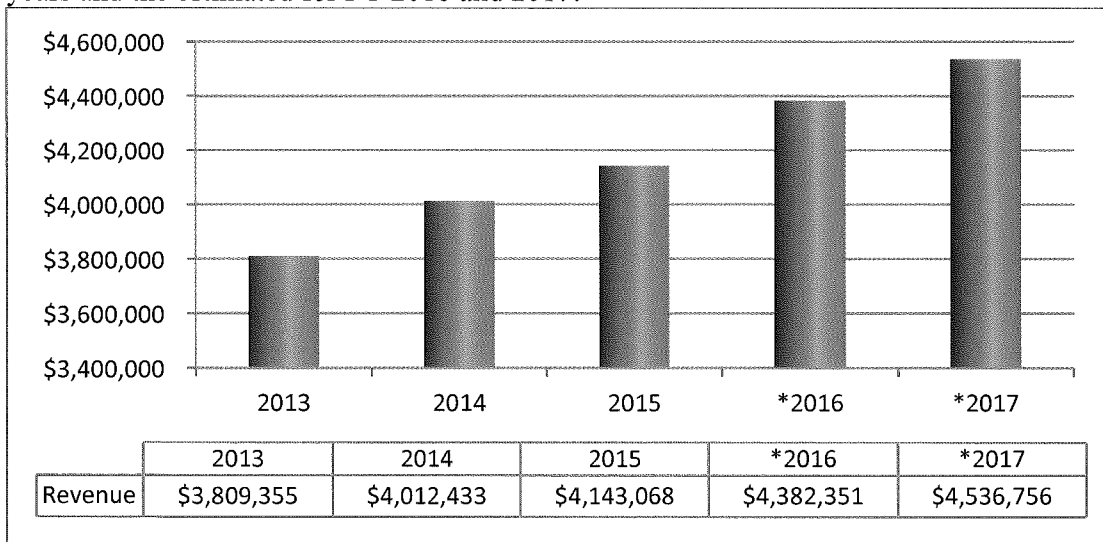
Generally speaking, when property values go up the calculated effective and rollback tax rate decreases. The effective tax rate enables the public to evaluate the relationship between taxes for the preceding year and for the current year, based on a tax rate that would produce the same amount of taxes if applied to the same properties taxed in both years. Calculating the rollback tax rate is more complicated than the effective tax rate calculation. The Legislature wanted to avoid injuring the ability of a city to pay its debt service. Therefore, the rollback rate calculation splits the rate into two separate components, maintenance and operations rate and a debt service rate. The M&O portion of the rollback tax rate is the tax rate that would be needed to raise the amount the city levied in the preceding year plus eight percent.

When the City adopts the tax rate, it must be adopted as two separate components. The Maintenance and Operations (M&O) component funds the operations of the General Fund. The Interest and Sinking (I&S) component funds the debt of the City.

The following chart demonstrates the adopted tax rates for the last four fiscal years and the proposed for FY 2017:

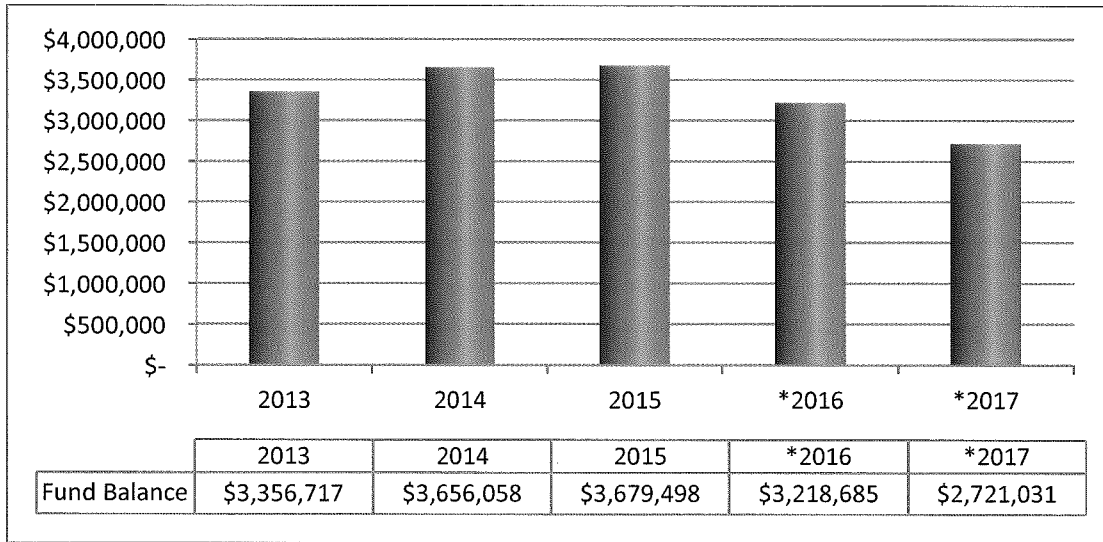


The following chart demonstrates the actual property tax revenue for the last three fiscal years and the estimated for FY 2016 and 2017:



Our City remains in sound financial condition with good financial reserves. For FY 2017, a balance in the General Fund of approximately \$1,821,031 in the Capital Reserve Fund and \$900,000 in the Emergency Fund, for an estimated total of \$2,721,031 is seen. The Emergency Fund alone represents 6 weeks of operating income.

The following chart demonstrates the changes in the fund balance for the General Fund over the last three fiscal years and the estimate for FY 2016 and 2017:



Major budgeted items of note in the General Fund include:

\$130,000 for market salary adjustments
 \$59,248 for a 40 hour a week Deputy Fire Marshall position in the Fire Department
 \$52,685 for a Planner position for Community Development
 \$49,302 for the pool Management contract
 \$20,000 for a Human Resources paperless system
 \$4,000 for two cash counters
 \$7,980 phase one and two for security cameras in the front portion of the municipal building
 \$3,000 for fitness equipment
 \$11,000 for a flood notification siren
 \$17,500 for fencing at the Fire Station
 \$145,000 for sidewalks
 \$230,000 for engineering fees for the Evers Road Bridge. The total estimated engineering fees are \$460,000 and are allocated between Storm Water and the General Fund
 \$45,000 to purchase a paver haul trailer
 \$45,000 to replace a 1992 asphalt roller
 \$16,000 to purchase a heated tack kettle
 \$46,000 to support the July 4th Celebration
 \$12,000 for the Ciclovía Event
 \$40,000 for improvements and or equipment for Shadow Mist, Ridge, Old Mill Subdivision Parks and the Aquarium Detention Pond Easement Trail
 \$12,700 to purchase new books for the Library
 \$28,375 for fencing the back parking lot of the City Hall

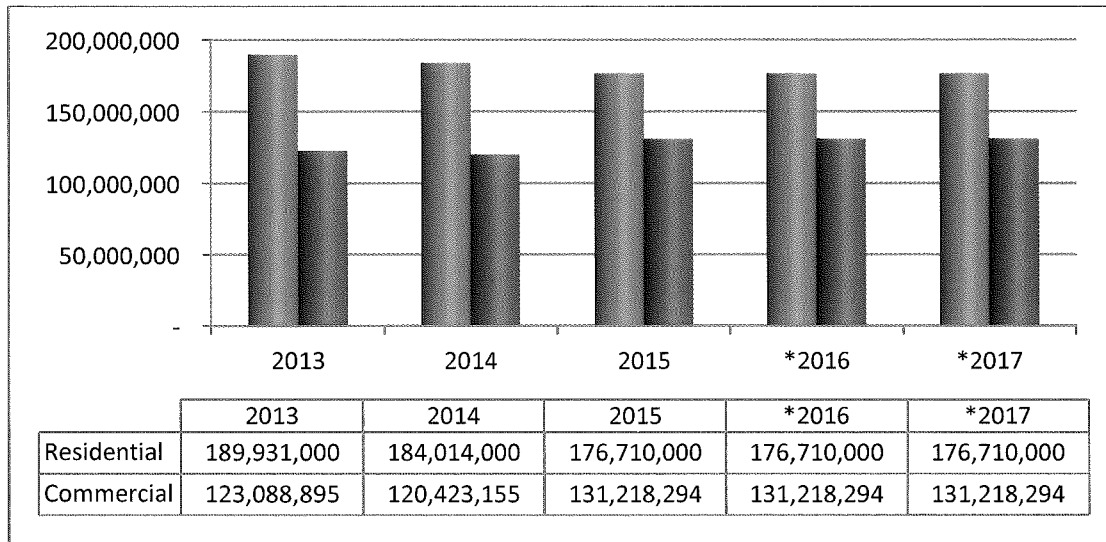
Water and Sewer Fund

Water and Sewer Fund revenues are budgeted at \$4,095,269, operating expenses are at \$4,047,768 and capital is at \$196,000. Reflected in the budget is the approved rate increase that will fund the new debt issued in FY 2016 for utility projects. The revenue to retire this new debt is reflected in a user rate increase that will increase the monthly bill for customers who use 2,500 gallons of water by \$7.99 and customers who use 5,000 gallons of water a month by \$26.22.

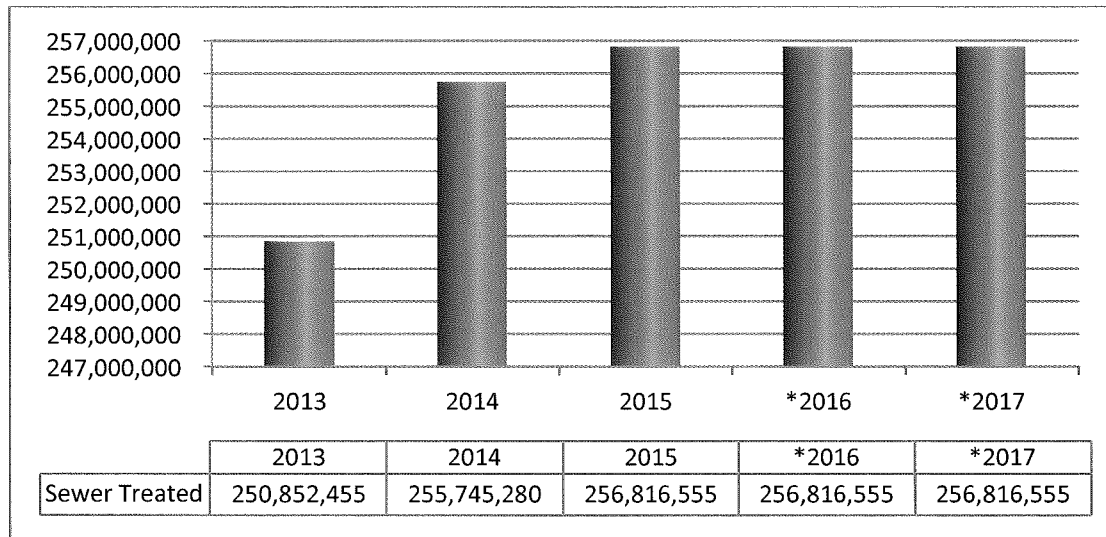
The charts below demonstrate the increase in fees for the Water and Sewer Fund:

Rates 2500 Gallons Used			
Fee	Old Rate	New Rate	Difference
Water	\$ 12.06	\$ 19.15	\$ 7.09
Sewer	\$ 14.36	\$ 15.08	\$ 0.72
EAA	\$ 1.55	\$ 1.55	\$ -
Water Supply	\$ 1.07	\$ 1.25	\$ 0.18
Stormwater	\$ 3.68	\$ 3.68	\$ -
Total	\$ 32.72	\$ 40.71	\$ 7.99
Increase	\$ 7.99		
Rates 5000 gallons Used			
Fee	Old Rate	New Rate	Difference
Water	\$ 14.76	\$ 30.84	\$ 16.08
Sewer	\$ 17.16	\$ 26.74	\$ 9.58
EAA	\$ 3.10	\$ 3.10	\$ -
Water Supply	\$ 2.14	\$ 2.50	\$ 0.36
Stormwater	\$ 3.68	\$ 3.68	\$ -
Total	\$ 40.84	\$ 67.06	\$ 26.22
Increase	\$ 26.22		
Other Fee Increases			
Fee	Old Rate	New Rate	Difference
Deposit	\$ 45.00	\$ 70.00	\$ 25.00
TCEQ fee	\$ -	\$ 0.20	\$ 0.20
Connect/Disconnect	\$ 20.00	\$ 30.00	\$ 10.00
Meter plug	\$ -	\$ 75.00	\$ 75.00
Total	\$ 65.00	\$ 175.20	\$ 110.20
Increase	\$ 110.00		

The following chart demonstrates the water sold for the last three fiscal years and the estimated amounts for FY 2016 and 2017:



The following chart demonstrates the gallons of sewer treated for the last three fiscal year and the estimated for FY 2016 and 2017:



Overall in the Water and Sewer Fund operating expenses increased \$121,726 from FY 2016. The decrease is attributable to a reduction in engineering fees in the Water Division for the Well Project.

Major budgeted items of note in the Water and Sewer Fund include:

\$73,597 additional funds for the rate increase from SAWS for sewer treatment and transportation

\$43,000 for a vacuum trailer

\$140,000 to purchase water rights

\$13,000 to purchase a push camera

\$230,000 for engineering fees for the Evers Road Bridge. The total estimated engineering fees are \$460,000 and are allocated between Storm Water and the General Fund

Other Funds

The following funds are legally restricted to expenditures for specific activities.

The Grant, Building Security, Child Safety, Municipal Court Technology, Debt Service and Police Forfeiture funds proposed budgets total \$901,079.

On November 5, 2013, the voters approved a one-eighth percent local sales and use tax to support a Crime Control and Prevention District. The Crime Control and Prevention District is a special purpose district created for the purpose of improving crime prevention. The Crime Control and Prevention District operating expenditures total \$271,571. This funds the salary and benefits for the Assistant Police Chief, two patrol officers, overtime and certification pay.

Community Center Fund operating expenditures total \$169,497. This funds the operations of the Community and Conference Centers. The capital expenditures totals \$11,500 and will fund the replacement of the exterior metal doors and awnings

Street Maintenance Tax is budgeted at \$1,242,023. A one-fourth percent local sales and use tax is collected to support this fund and may only be used to maintain and repair municipal streets that existed on the date of the election to adopt the tax.

Employee Benefits and Compensation

The budget funds the Merit Pay System, which allows each employee a 2% merit increase on their date of hire if they qualify.

The budget funds a 2 percent Cost of Living (COLA) for employees

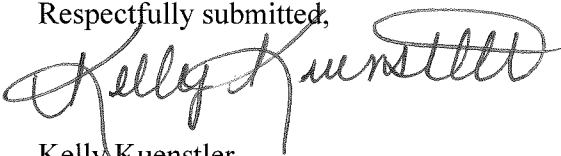
The budget funds the continuation of longevity pay. Under this program, employees receive \$4 per month for each year of service to the City. All city employees qualify for this benefit.

The budget provides funding for the Texas Municipal Retirement System (TMRS) contribution rate. The TMRS rate will decrease as of January 1, 2017, from 14.17% to 13.11%.

The proposed budget includes funding for the City's Medical Insurance Program which provides medical, dental, vision and life insurance coverage. The program provides medical insurance to employees at no cost. Dependent insurance cost is paid for by the employee.

I would like to thank the Department Directors and City employees for their assistance in the development of this document. I believe that we have developed a good budget that will provide for continued provisions of quality services while also being good stewards of the resources our residents and businesses have entrusted in our care.

Respectfully submitted,



Kelly Kuenstler
City Manager

City of Leon Valley, Texas

List of Principal Officers

Fiscal Year 2017

Elected Officials

Chris Riley, Mayor

Council Place 1	David Edwards
Council Place 2	Belinda Ealy
Council Place 3	Monica Alcocer
Council Place 4	Benny Martinez
Council Place 5	David Jordan

City Officials

Kelly Kuenstler, City Manager

Finance Director	Vickie Wallace
City Secretary	Saundra Passailaigue
Community Development Director	Elizabeth Carol
Economic Development Director	Open
Police Chief	Randall Wallace
Fire Chief	Luiz Valdez
Librarian	Sandy Underwood
Public Works Director	Melinda Moritz
Human Resource Director	Crystal Caldera
City Attorney	Denise Frederick

User's Guide to the Budget Document

Overview

This section is designed to assist the reader in the use and comprehension on the City of Leon Valley's Budget Document. The Annual Budget serves as a policy document, financial plan, an operations guide and a communications device. It is utilized by City Council and City Staff to monitor revenue and expenditures.

Budget Tabs

The budget is arranged in three sections that are separated by the following respective tabs. Below is a brief description on the materials found in each of the sections.

- User's Guide
- Departmental Appropriations
- Capital Acquisition Plan

Users's Guide - This section is used to provide the reader a summary of what is contained in the budget document.

Departmental Appropriations - This section is organized by department and provides the reader with a better understanding of the kind of services provided by each department. Individual department summaries contain organization chart, department description, mission statement, program narrative with accomplishments and objectives, personnel, performance measures, and department appropriations.

Capital Acquisition Plan (CAP) - This section contains the Five Year Capital Acquisition Plan organized by department. The intent of the CAP is to enable the City to make long range judgements on the needs of the City each fiscal year and apply available resources to these needs to the extent possible. The CAP is funded each fiscal year by the Available Reserve, which is the amount left in the fund reserve at the end of the previous fiscal year less the Assigned Fund Balance of \$900,000 for General Fund and \$350,000 for the Enterprise Fund.

Budget Amendments

The City Manager is authorized to transfer budget amounts between line items within a department. Actual expenditures may not legally exceed budgeted appropriations.

Budget Basis

Governmental Funds (General, Special Revenue, and Debt Service) are prepared and accounted on a modified accrual basis using a current financial resource measurement focus. Briefly this means that revenues are recognized in the period in which they are both measurable and available and expenditures are recognized when incurred.

The Enterprise Fund (Water and Sewer) are prepared and accounted for using the full accrual method of accounting for both revenue and expense similar to a commercial

enterprise. The revenues are recognized when they are earned, and their expenses are recognized when they are incurred.

Budget Controls

Budgetary compliance is a significant tool for managing and controlling governmental activities, as well as ensuring conformance with the City's budgetary limits and specifications. The objective of budgetary control is to ensure compliance with legal provisions embodied in the annual appropriated budget adopted by City Council. The budget is adopted each fiscal year. The fiscal year for the City of Leon Valley starts on October 1st and ends on September 30th of each year. Budgetary preparation and control is exercised at the departmental level.

Accounting Basis

The Comprehensive Annual Financial Report (CAFR) shows the status of the City's finances on a basis of generally accepted accounting principles (GAAP).

Governmental funds (General Fund, Special Revenue and Debt Service) are accounted for on a modified accrual basis using a current financial resources measurement focus. Revenues are recognized in the period in which they are both measurable and available and expenditures are recognized when incurred except for interest on general long-term debt which is recognized when due. Sales and property taxes are considered "measurable" when in the hands of intermediary collecting governments and are recognized as revenue at that time.

Enterprise Funds (Water and Sewer) have an economic resources measurement focus and use the full accrual method of accounting for both revenue and expenses similar to a commercial enterprise.

Fund Accounting

The City's accounts are organized on the basis of funds and accounts groups, each of which is considered to be a separate accounting entity. The operations of each fund are accounted for by providing a separate set of self-balancing accounts which are comprised of each fund's assets, liabilities, fund equity, revenues, and expenditures or expenses as appropriate. Governmental resources are allocated to and accounted for in individual funds based upon the purpose for which they are to be spent and the means by which spending activities are controlled.

Fund Types

Governmental Fund Types

General Fund - The General Fund accounts for the resources used to finance the fundamental operations of the City. It is the basic fund of the City and covers all activities for which a separate fund has not been established.

Capital Projects Fund – This fund accounts for expenditures of Combination Tax and Limited Pledge Revenue Certificates of Obligation, Series 2016 that was

issued on April 19, 2016. The debt was issued for (i) construction, acquiring, renovating, enlarging, and improving the City's utility system; (ii) constructing street improvements (including utilities repair, replacement, and relocation), curbs, gutters, sidewalk improvements, drainage, and landscape incidental thereto; (iii) the purchase of materials, supplies, equipment, machinery, landscaping, land, and right-of-ways for authorized needs and purposes relating to the aforementioned capital improvements; and (iv) the payment of professional services related to the design, construction, project management, and financing of the aforementioned projects.

Debt Service Funds - These funds are used to account for the accumulation of resources for and the payment of principal and interest on general long-term debt of the City.

Special Revenue Funds - These funds are used to account for specific revenue sources which are legally restricted to expenditures for specified activities.

Community Center – This fund accounts for the expenditures of funds received primarily from a hotel-motel tax base to be used for the Community Civic Center.

Grant Fund – This fund accounts for the expenditures of funds received from various grant monies for specific programs.

Child Safety Fund – This fund accounts for expenditures for the child safety programs.

Building Security Fund – This fund accounts for revenues received from building security fees and the corresponding restricted expenditures.

Court Technology Fund – This fund accounts for revenue received from court technology fees and the corresponding restricted expenditures.

Street Sales Tax – This fund accounts for sales tax collections for street maintenance.

Crime Control and Prevention District – This fund accounts for sales tax collections for crime control and prevention.

Police Forfeiture Fund – This fund accounts for revenues received from seized assets and the corresponding restricted expenditures.

Enterprise Fund

The Enterprise Fund accounts for operations which are intended to be self-supported through user charges. The City operates water and sewer services on this basis.

City of Leon Valley, Texas
Annual Operating Budget
Fiscal Year 2016-2017

This budget will raise more revenue from property taxes than last year's budget by \$164,095 or 4.4459% and of that amount \$56,826 is tax revenue to be raised from new property added to the roll this year.

The members of the governing body voted on the budget as follows:

FOR: Edwards, Ealy, Martinez, Jordan

AGAINST: None

PRESENT and not voting: None

ABSENT: Alcocer

Property Tax Comparison:

	<u>FY 2016</u>	<u>FY 2017</u>
Adopted and Proposed Tax Rate	\$0.561615	\$0.556599
Effective Tax Rate	\$0.526647	\$0.523870
Effective Operating Rate	\$0.436272	\$0.439487
Maximum Operating Rate	\$0.471173	\$0.474645
Debt Tax Rate	\$0.090442	\$0.081954
Rollback Tax Rate	\$0.561615	\$0.556599

Fiscal year 2017 City debt obligations secured by property taxes is \$10,090,000.

GENERAL FUND

FUND NARRATIVE

Fund accounts for the resources used to finance the fundamental operations of the City. It is the basic fund of the City and covers all activities except for those in which a separate fund have been established. The General Fund contains such services as business office, finance, city manager and council, police, fire, EMS, library, streets, parks, and community development.

In addition to property and sales taxes, the General Fund also includes revenues derived from fines, fees for services, franchise fees, payments from other governments, and miscellaneous revenue sources.

GENERAL FUND
SUMMARY OF REVENUES AND EXPENDITURES

	ACTUAL	BUDGET	ESTIMATED	BUDGET
	2014-2015	2015-2016	2015-2016	2016-2017
BEGINNING FUND BALANCE	\$ 2,729,779	\$ 2,779,498	\$ 2,264,439	\$ 2,318,685
REVENUES				
Ad Valorem Taxes	3,434,382	3,690,905	3,698,954	3,855,000
Sales Taxes	2,242,189	2,277,100	2,288,100	2,258,100
Franchise Fees	898,466	959,929	977,559	978,334
Licenses, Permits, Fees and Fines	885,449	810,150	921,945	953,390
Grants	5,583	7,700	4,550	4,550
Other	156,976	129,520	158,085	217,806
TOTAL REVENUES	7,623,046	7,875,304	8,049,193	8,267,180
OTHER FUNDING SOURCES				
Transfers In	-	599,000	665,031	-
Capital Reserve	336,479	1,013,958	990,518	434,998
Capital Reserve-Non-Capital	60,000	89,465	89,465	230,000
TOTAL OTHER FUNDING SOURCES	396,479	1,702,423	1,745,014	664,998
TOTAL RESOURCES AVAILABLE	8,019,525	9,577,727	9,794,207	8,932,178
EXPENDITURES				
Personnel Services	5,616,033	6,089,786	5,814,757	6,247,974
Supplies	537,955	548,906	526,607	552,068
Contractual Services	1,151,467	1,319,713	1,311,096	1,529,794
Capital Outlay	10,393	1,013,958	990,518	434,998
TOTAL EXPENDITURES	7,315,848	8,972,363	8,642,978	8,764,834
OTHER FINANCING USES				
Transfers Out	257,479	17,000	17,000	-
TOTAL OTHER FINANCING USES	257,479	17,000	17,000	-
TOTAL EXPENDITURES AND OTHER USES	7,573,327	8,989,363	8,659,978	8,764,834
ENDING FUND BALANCE	\$ 2,779,498	\$ 2,264,439	\$ 2,318,685	\$ 1,821,031

GENERAL FUND
SCHEDULE OF REVENUES BY SOURCE

	ACTUAL	BUDGET	ESTIMATED	BUDGET
	2014-2015	2015-2016	2015-2016	2016-2017
Ad Valorem Taxes				
Current	\$ 3,355,404	\$ 3,635,905	\$ 3,643,954	\$ 3,800,000
Delinquent	56,114	30,000	30,000	30,000
Penalty and Interest	22,864	25,000	25,000	25,000
Total Ad Valorem Taxes	3,434,382	3,690,905	3,698,954	3,855,000
Sales Taxes				
City Sales Tax	2,199,149	2,245,100	2,245,100	2,215,100
Alcoholic Sales Tax	43,040	32,000	43,000	43,000
Total Sales Taxes	2,242,189	2,277,100	2,288,100	2,258,100
Franchise Fees				
City Public Service	607,156	670,000	683,000	683,000
Telecommunications Fee	48,204	48,300	48,300	48,300
San Antonio Water System	816	811	1,044	1,044
Waste Management	44,982	48,600	47,925	48,600
Cable	194,415	188,850	194,400	194,500
Grey Forest Utilities	2,893	3,368	2,890	2,890
Total Franchise Fees	898,466	959,929	977,559	978,334
Licenses, Permits, Fees and Fines				
Building Department	112,156	88,400	123,355	143,400
Contractor's Registration	21,800	20,000	18,000	18,000
Renter's Registration	4,980	5,400	4,500	4,980
Animal Licenses and Tags	415	800	240	240
Animal Control Fees	1,156	1,200	500	500
Special and Solicitors	1,300	150	150	150
Zoning and Board of Adjustment	3,010	2,000	1,500	2,000
Subdivision Platting Fees	1,399	300	700	700
Occupation, Liquor, and Food	42,114	37,100	42,000	42,000
Municipal Court Fines	382,899	355,500	428,000	428,000
Recreation Fee	13,790	15,000	14,000	14,000
Fire Inspection Fees	1,929	2,200	2,200	2,200
Garage Sale Permit Fees	1,616	1,200	1,200	1,200
EMS Fees	295,854	280,300	285,000	295,420
Book Fines	1,031	600	600	600
Total Licenses, Permits, Fees and Fines	885,449	810,150	921,945	953,390

Schedule of Revenues Continued
Grants

EMS/Trauma System
 Loan Star Library Grant
Total Grants

ACTUAL	BUDGET	ESTIMATED	BUDGET
2014-2015	2015-2016	2015-2016	2016-2017
5,583	7,700	4,550	4,550
-	-	-	-
5,583	7,700	4,550	4,550

Other

Library Non Resident Users
 Interest Income
 Sprint Tower Lease
 Credit Card Processing Fees
 Library Memorial Donations
 Sale of Surplus Property
 Special Events
 LVEDC Services Contract
 Towing Contract
 Miscellaneous
 Tree Mitigation Reserve
Total Other

2,165	1,300	2,165	2,165
2,486	1,500	8,200	9,000
14,520	14,520	14,520	14,520
-	-	-	35,000
325	200	600	600
14,908	10,000	10,000	10,000
34,947	20,000	35,000	35,000
45,167	46,000	46,000	59,921
6,990	6,000	6,600	6,600
35,469	30,000	35,000	30,000
-	-	-	15,000
156,976	129,520	158,085	217,806

TOTAL REVENUES

\$ 7,623,046	\$ 7,875,304	\$ 8,049,193	\$ 8,267,180
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GENERAL FUND
SCHEDULE OF EXPENDITURES BY DEPARTMENT

	ACTUAL	BUDGET	ESTIMATED	BUDGET
	2014-2015	2015-2016	2015-2016	2016-2017
Business Office	\$ 143,022	\$ 165,817	\$ 163,996	\$ 133,098
Finance	214,184	224,673	214,077	248,458
City Manager and Council	543,229	819,105	819,033	645,085
Police	1,854,309	1,909,089	1,803,107	1,946,927
Fire	2,202,382	2,815,698	2,810,900	2,419,722
Public Works	1,147,619	1,409,516	1,409,516	1,908,721
Community Development	217,609	219,740	219,740	262,620
Economic Development	155,816	247,498	167,074	141,286
Special Events	94,365	112,845	95,345	81,107
Parks and Recreation	142,794	238,372	238,372	258,575
Library	317,049	363,310	360,196	365,600
Communications	283,470	446,700	341,622	353,635
TOTAL EXPENDITURES	\$ 7,315,848	\$ 8,972,363	\$ 8,642,978	\$ 8,764,834

DEPARTMENT DESCRIPTION AND MISSION

The Business Office is responsible for the day-to-day receipting and processing of City revenue and the functions of the Municipal Court. The mission of the Business Office is to provide excellent customer service to our residents, visitors and court defendants and to support the community by providing efficient services through the promotion of justice.

PROGRAM NARRATIVE**Accomplishments for FY 2015-2016:**

- Provided excellent customer service.
- Improved the efficiency of Court operations.
- Successfully cross trained all Court personnel.
- Implemented a new process for the use of forms to provide a better audit trail.

Objectives for FY 2016-2017:

- Continue to effectively collect on warrants.
- Ensure employee professional growth through training.
- Provide the highest level of professional and efficient customer service.

BUSINESS OFFICE**GENERAL FUND**

	ACTUAL	BUDGET	ESTIMATED	BUDGET
EXPENDITURES	2014-2015	2015-2016	2015-2016	2016-2017
Personnel Services	\$ 77,675	\$ 80,535	\$ 93,397	\$ 61,066
Supplies	9,145	9,130	9,100	9,400
Contractual Services	56,202	76,152	61,499	50,652
Capital Outlay	-	-	-	11,980
TOTAL Department Budget	\$ 143,022	\$ 165,817	\$ 163,996	\$ 133,098

	BUDGET	BUDGET	BUDGET	BUDGET
STAFFING	2013-2014	2014-2015	2015-2016	2016-2017
Senior Clerk	0.55	0.55	0.55	0.55
Assistant Deputy Court Clerk	0.55	0.55	0.55	0.55
Deputy Court Clerk	0.50	0.50	0.50	0.00
TOTAL	1.60	1.60	1.60	1.10

DEPARTMENT DESCRIPTION AND MISSION

To optimally manage the City's finances through its accounting, purchasing and billing functions in order to ensure the proper safeguarding and preservation of City assets. The Finance Department accomplishes this mission by ensuring all the financial operations and transactions of the City which includes accounts payable, payroll, cash management, grant administration, internal audit, purchasing, are adequately managed and accounted for in accordance with Generally Accepted Accounting Principles, Governmental Accounting Standards Board Pronouncements and other legally mandated standards as required by Federal, State and City laws. The Finance Department assists the City Manager with developing and compiling the City's annual operating budget and is also responsible for compiling the City's financial statements and Comprehensive Annual Financial Report (CAFR).

PROGRAM NARRATIVE**Accomplishments for FY 2015-2016:**

- Prepared, submitted and was awarded the Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association (GFOA) Program for the Comprehensive Annual Financial Report (CAFR) for the fiscal year ended September 30, 2014.
- Assisted City Manager with preparation of annual budget.
- Prepared salary and benefit costs for budget preparation.
- Assisted Department Heads with the preparation of their Budget and Capital acquisition Plans.
- Prepared and distributed to Department Heads an online Budget Preparation Guide.
- Coordinated and assisted external auditor with annual audit.
- Ensured time frames were met with regard to timely preparation and presentation of the annual audit.
- Prepared schedules for the CAFR.
- Reviewed records management schedule and prepared records that are to be destroyed.
- Started the training of a new Assistant Finance Director.
- Assisted and received a refund of IRS tax penalties for the LVEDC.
- Served as liaison for the Beautification Committee.

- Implemented a credit card processing fee for fines, fees and other related municipal court costs.
- Explored ways to make the functions of the Finance Department more efficient.

Objectives for FY 2016-2017:

- Prepare and submit fiscal year 2015 CAFR to GFOA for Certificate of Achievement for Excellence in Financial Reporting Program.
- Continue to improve information reporting, budgeting and forecasting.
- Continue to review and update internal controls.
- Assist City Manager with preparation of annual budget.
- Continue to prepared salary and benefit costs for budget preparation.
- Coordinate and assist external auditor with annual audit.
- Continue to ensure time frames are met with regard to timely preparation and presentation of the annual audit.
- Continue to prepare schedules for the CAFR.
- Continue to train the Assistant Finance Director.
- Apply for the State Comptroller's Transparency Stars program.
- Continue to explore ways to make the functions of the Finance Department more efficient.
- Continue to serve as liaison for the Beautification Committee.

FINANCE**GENERAL FUND**

	ACTUAL	BUDGET	ESTIMATED	BUDGET
EXPENDITURES	2014-2015	2015-2016	2015-2016	2016-2017
Personnel Services	\$ 142,661	\$ 147,068	\$ 155,433	\$ 158,983
Supplies	5,092	5,900	4,500	6,900
Contractual Services	66,431	71,705	54,144	82,575
Capital Outlay	-	-	-	-
TOTAL Department Budget	\$ 214,184	\$ 224,673	\$ 214,077	\$ 248,458

	BUDGET	BUDGET	BUDGET	BUDGET
STAFFING	2013-2014	2014-2015	2015-2016	2016-2017
Finance Director	0.50	0.50	0.50	0.50
Assistant Finance Director	0.50	0.50	0.50	0.50
Purchasing Agent	0.50	0.50	0.50	0.50
Acct Payable/Payroll Clerk	0.50	0.50	0.50	0.50
TOTAL	2.00	2.00	2.00	2.00

DEPARTMENT DESCRIPTION AND MISSION

The City of Leon Valley will provide our community with a superior quality of life by balancing social equity, environmental stewardship, and economic development to achieve sustainability.

VISION STATEMENT

The City of Leon Valley will be a sustainable community by balancing Social Equity, Economic Development and Environmental Stewardship (S.E.E.).

Social Equity

The City will promote a superior quality of life by responding to citizens in a fair and prompt manner, by providing outstanding public safety services, high quality educational, recreational, historical and cultural amenities and superb infrastructure. The City will encourage collaborative participation by its residents, businesses and stakeholders.

Economic Development

The City will provide a diverse and versatile business environment that supports a healthy economy. The city will exhibit a distinctive and welcoming identity at its boundaries and throughout the community. The City will attract, expand and retain viable businesses to promote development and redevelopment, including a town-centered design, pedestrian friendly connections and world class public transit.

Environmental Stewardship

The City will become carbon-neutral by conserving and preserving natural resources and by expanding recycling initiatives and enhancing our environment with earth-friendly practices.

Goals:

- Develop a business climate that provides the right mix of amenities to attract and retain business within the City of Leon Valley;
- Compete for top talent with effective recruitment strategies, efficient recruitment processes, effective retention and an attractive total rewards package;
- Commit to help create an environment where all employees can thrive;
- Support the talent development of our employees through professional and career development;
- Deliver HR services, programs, and communications that add value for our prospective employees, current employees, and retirees;
- Seek ways to increase communication with and involvement of the citizens;
- Develop strategies to mitigate traffic congestion throughout Leon Valley;

- Develop a system of parks, facilities and recreational activities to enhance the quality of life; and
- Effectively manage the City's infrastructure and capital needs.

The City Manager's office partners with the Mayor and City Council in achieving the goals and objectives set forth for the City of Leon Valley. To this end, a key factor is the identification of priorities and the establishment of management procedures that that develops and effectively utilizes City resources. As the City's chief administrative officer, the City Manager's responsibilities include organizational management; fiscal management; program development and city service evaluation. The City Manager must be aware of new methods as they apply to City services. New developments in the area of public policy are researched and analyzed to organize a process of program planning in anticipation of future city needs.

The City Secretary's Office promotes an open and responsive government through proper noticing, recording, preservation of the City's legislative actions and history and of its official documents, supporting administrative needs of the City Council and the City Manager, providing access to public information, conducting fair and impartial City elections, and providing responsive customer service to our diverse external and internal customer base.

The Department of Human Resources is responsible for the administration and management of the City's comprehensive Human Resources program to meet the City's needs for recruitment, retention, risk management, training, and benefit programs, management of workers' compensation, property and liability claims and workforce planning.

PROGRAM NARRATIVE

Accomplishments for FY 2015-2016:

- Coordinated the recognition of City volunteer members and programs;
- Coordinated the Annual Pet Parade Low Cost Vaccination Clinic with the City;
- Through a formal bidding process, coordinated the selection of health insurance broker and city group benefits;
- Successful compliance of the new Affordable Care Act requirements, saving the City money by doing it in house;
- Began implementing Physical Assessments of staffing as established in their essential job functions;

CITY MANAGER AND COUNCIL

GENERAL FUND

- Department staffing needs were addressed using a multi-source approach using third party agencies, contractors, temp hires, and direct hires to ensure timely response to staffing vacancies and keeping within budget;
- Continued to provide excellent customer service to all internal and external customers;
- Successfully completed phase the third phase Municipal Facility Project;
- Began the re-codification of the City's Code of Ordinances;
- Began using MinuteTraq System to allow all your departments to work together on a single system for drafting, submitting and searching meeting topics and documents in an effort to assist all departments in creating organized Council agendas, packets and minutes in a consistent manner; and
- Began a thorough inventory of all City contracts and agreements.

Objectives for FY 2016-2017:

- Begin the transition to electronic records by continuing to use the Texas State Library and Archives Commission approved standards in the Human Resource Department
- Complete the re-codification of the Code of Ordinances and continue updating web listing of ordinances approved by Council during codification intervals.
- Oversee legal requirements for all City elections, promoting communications to keep voters informed and coordinating joint elections with Bexar County.
- Continue "green" communication efforts to keep the public and employees informed with use of electronic messaging through updated website, emails, Leon Valley ENews, and timely messages on the City's marquees.
- Continue coordinating records management retention to include electronic records-keeping to optimize limited storage and ensure that records are maintained in a usable and accessible condition.
- Continue to process requests for public information with all departments and research ways to make information more readily available to the public using the City's website, when and where possible.
- Continue to promote effective training and current safety programs with the goal of reducing insurance claims: health, workers compensation, and property/liability claims.

CITY MANAGER AND COUNCIL**GENERAL FUND**

	ACTUAL	BUDGET	ESTIMATED	BUDGET
EXPENDITURES	2014-2015	2015-2016	2015-2016	2016-2017
Personnel Services	\$ 259,917	\$ 348,403	\$ 360,931	\$ 409,565
Supplies	23,248	54,226	54,226	26,800
Contractual Services	249,671	228,973	216,373	157,345
Capital Outlay	10,393	187,503	187,503	51,375
TOTAL Department Budget	\$ 543,229	\$ 819,105	\$ 819,033	\$ 645,085

	BUDGET	BUDGET	BUDGET	BUDGET
STAFFING	2013-2014	2014-2015	2015-2016	2016-2017
City Manager	0.50	0.50	0.50	0.50
City Secretary	0.50	0.50	0.50	0.50
HR Director/ACM	0.50	0.50	0.50	0.50
Executive Assistant to CM	0.50	0.50	0.50	0.50
Receptionist	0.50	0.50	0.00	0.00
IT Specialist	0.00	0.50	0.00	0.00
Animal Control Officer	0.00	0.00	1.00	0.00
Code Enforcement Officer	0.00	0.00	0.90	0.00
TOTAL	2.50	3.00	3.90	2.00

FOOTNOTE: N/C - Not Classified

DEPARTMENT DESCRIPTION AND MISSION

The Police Department's role is to ensure the safety of all citizens, property owners, employees and visitors by fairly and impartially upholding the Constitution and laws of the United States of America, the State of Texas, and the Ordinances of the City of Leon Valley. The Police Department is able to accomplish its mission with four divisions: Administration/Records, Uniform Patrol, Criminal Investigations and Narcotics Task Force. Supplementary support is provided by the Drug Enforcement Agency Narcotics Task Force and Police Reserve Officers.

POLICE SUMMARY**GENERAL FUND**

	ACTUAL	BUDGET	ESTIMATED	BUDGET
EXPENDITURES	2014-2015	2015-2016	2015-2016	2016-2017
Personnel Services	\$ 1,659,584	\$ 1,734,025	\$ 1,665,865	\$ 1,797,405
Supplies	122,269	91,650	77,800	83,500
Contractual Services	72,456	83,414	59,442	66,022
Capital Outlay	-	-	-	-
TOTAL Department Budget	\$ 1,854,309	\$ 1,909,089	\$ 1,803,107	\$ 1,946,927

	BUDGET	BUDGET	BUDGET	BUDGET
STAFFING	2013-2014	2014-2015	2015-2016	2016-2017
Police Chief	1.00	1.00	1.00	1.00
Assistant Police Chief	0.00	1.00	1.00	1.00
Crime Prevention Officer	1.00	0.00	0.00	0.00
Patrol Sergeant	3.00	3.00	3.00	3.00
Corporal	3.00	3.00	3.00	3.00
Detective	3.00	3.00	3.00	3.00
Patrol Officer	11.00	12.00	12.00	12.00
Narcotics Officer	1.00	1.00	2.00	2.00
Administrative Assistant	0.00	1.00	1.00	1.00
Code Enforcement Officer	0.90	0.90	0.00	0.00
Records Clerk	1.00	1.00	0.00	0.00
Dispatcher	6.00	6.00	0.00	0.00
Communications Supervisor	1.00	0.00	0.00	0.00
Animal Control Officer	1.00	1.00	0.00	0.00
TOTAL	32.90	33.90	26.00	26.00

Summary includes officer paid in the Crime Control and Prevention Budget

DIVISION DESCRIPTION AND MISSION

The Administration Department strives to run the most effective and economically efficient department. We endeavor to enhance public understanding and support of police services, activities and programs.

PROGRAM NARRATIVE**Accomplishments for FY 2015-2016:**

- Utilized the Police Forfeiture Funds to purchase equipment for the Police Department.
- Provided the best possible police protection to the citizens.
- Maintained the current response time of less than four minutes for life threatening emergency service calls.
- Made several presentations to our residential and business communities in reference to crime prevention.
- Developed a Community Policing Program that included events such as Picnic in the Park and Police on the Porch at the Library to help improve police and citizen relations.
- Held a children's art contest to coincide with the grand opening of the Municipal Complex.
- Purchased and implemented the use of Body Cameras for officers.
- Developed and implemented a Body Armor Policy.
- Purchased new Body Armor of all Officers using Police Forfeiture Funds.
- Developed and implemented a Fitness Program for officers.
- Held a successful National Night Out.
- Successfully transitioned the dispatch services to the City of Helotes.

Objectives for FY 2016-2017:

- Continue to utilize the forfeiture fund to provide equipment and training for the Officers.
- Continue to maintain a presence in our neighborhoods and remain pro-active to the needs of our Citizens.
- Continue to explore avenues to keep our residents informed about activities in their neighborhoods.
- Continue to inform the residents about crime prevention.

POLICE ADMINISTRATION**GENERAL FUND**

- Continue to promote and improve National Night Out.
- Continue to develop more programs throughout the year that foster a good police and citizen relationship.
- Continue to aggressively enforce laws and ordinances of the City.

POLICE ADMINISTRATION**GENERAL FUND**

	ACTUAL	BUDGET	ESTIMATED	BUDGET
EXPENDITURES	2014-2015	2015-2016	2015-2016	2016-2017
Personnel Services	\$ 266,891	\$ 178,758	\$ 178,582	\$ 186,225
Supplies	24,852	4,950	5,000	4,500
Contractual Services	56,743	47,228	28,406	26,502
Capital Outlay	-	-	-	-
TOTAL Department Budget	\$ 348,486	\$ 230,936	\$ 211,988	\$ 217,227

	BUDGET	BUDGET	BUDGET	BUDGET
STAFFING	2013-2014	2014-2015	2015-2016	2016-2017
Police Chief	1.00	1.00	1.00	1.00
Administrative Assistant	0.00	1.00	1.00	1.00
Communications Supervisor	1.00	0.00	0.00	0.00
Code Enforcement Officer	0.90	0.90	0.00	0.00
Records Clerk	1.00	1.00	0.00	0.00
Animal Control Officer	1.00	1.00	0.00	0.00
TOTAL	4.90	4.90	2.00	2.00

DIVISION DESCRIPTION AND MISSION

The Police Department Patrol Division includes seventeen sworn officers who uphold the law, deter crime and protect the public. They provide routine patrol, conduct premise inspections, apprehend and arrest violators of the law and enforce traffic laws and local City Ordinances. Patrol officers are the first at the scene of a crime and can properly protect, preserve and in some cases collect evidence which significantly improves the possibility that an investigator will bring the case to a successful conclusion.

PROGRAM NARRATIVE**Accomplishments for FY 2015-2016:**

- Aggressively enforced City Ordinances.
- Provided our citizens with residential Patrol-By Program.
- Actively recruited, trained, and then utilized Reserve Officers.
- Provided excellent customer service to our residents and visitors alike.

Objectives of FY 2016-2017:

- Maintain a proactive patrol force thus reducing the opportunity to commit a crime.
- Continue to provide our residents with Residential Patrol-By Program.
- Continue to recruit and retain qualified applicants for our Reserve Officer program.
- Respond aggressively to Citizens complaints of traffic violation in neighborhoods and school zones.
- Continue our participation in the San Antonio Police Department High Intensity Drug Trafficking Area Task Force as well as the Drug Enforcement Administration's State and Local Task Force, and as part of these relationships, continue working with all facets of Federal, State and Local governments.
- Continue to remain pro-active in graffiti cases.

POLICE PATROL**GENERAL FUND**

	ACTUAL	BUDGET	ESTIMATED	BUDGET
EXPENDITURES	2014-2015	2015-2016	2015-2016	2016-2017
Personnel Services	\$ 1,155,661	\$ 1,169,918	\$ 1,169,918	\$ 1,210,961
Supplies	95,042	84,000	70,100	76,500
Contractual Services	15,063	30,700	28,200	32,520
Capital Outlay	-	-	-	-
TOTAL Department Budget	\$ 1,265,766	\$ 1,284,618	\$ 1,268,218	\$ 1,319,981

	BUDGET	BUDGET	BUDGET	BUDGET
STAFFING	2013-2014	2014-2015	2015-2016	2016-2017
Patrol Sergeant	3.00	3.00	3.00	3.00
Corporal	3.00	3.00	3.00	3.00
Patrol Officer	11.00	12.00	12.00	12.00
TOTAL	17.00	18.00	18.00	18.00

DIVISION DESCRIPTION AND MISSION

To assist in the prosecution of perpetrators through investigations. This achievement requires proof in court that a crime was committed and that the person charged did in fact commit the crime. The Detective, therefore, ascertains the facts of the crime and determines who committed it. They will identify and arrest the perpetrators, discover and interview witnesses and compile physical evidence capable of substantiating the appropriate charge in court. The recovery of stolen property that provides additional evidence of complicity and the return of the stolen property to its rightful owner is a further responsibility separate from its use as evidence.

PROGRAM NARRATIVE**Accomplishments for FY 2015-2016:**

- Detectives obtained all State mandated training courses and completed courses in other topic areas, including courses specifically relating to Investigations.
- Continued to seize property and money under both Federal and State guidelines and utilizing these monies for Department projects.
- Continue to provide positive customer service.

Objectives for FY 2016-2017:

- Maintain a proactive investigation force thus reducing the opportunity to commit crime.
- Continue to maintain our professional integrity and reputation with the District Attorney's Office by presenting complete and accurate case filings.
- Utilize the Investigators in our neighborhoods to assist in patrolling Leon Valley.

POLICE INVESTIGATIONS**GENERAL FUND**

	ACTUAL	BUDGET	ESTIMATED	BUDGET
EXPENDITURES	2014-2015	2015-2016	2015-2016	2016-2017
Personnel Services	\$ 164,354	\$ 238,371	\$ 170,387	\$ 246,696
Supplies	2,375	2,700	2,700	2,500
Contractual Services	541	5,350	2,700	6,760
Capital Outlay	-	-	-	-
TOTAL Department Budget	\$ 167,270	\$ 246,421	\$ 175,787	\$ 255,956

	BUDGET	BUDGET	BUDGET	BUDGET
STAFFING	2013-2014	2014-2015	2015-2016	2016-2017
Detective	3.00	3.00	3.00	3.00
Crime Prevention Officer	1.00	0.00	0.00	0.00
TOTAL	4.00	3.00	3.00	3.00

DIVISION DESCRIPTION AND MISSION

The United States Drug Enforcement Agency – State and Local Task force is a joint Federal/State/Local Task Force who disrupts the illicit drug traffic flow by immobilizing targeted violators and trafficking organizations, gathers intelligence relating to the trafficking in narcotics and dangerous drugs and conducts undercover operations where appropriate and engage in such other traditional methods of investigation in order that the Task Force activities result in effective prosecution before the courts of the United States and the District Court of the State of Texas.

PROGRAM NARRATIVE**Accomplishments for FY 2015-2016:**

- Assisted several Leon Valley residents with issue pertain to narcotics in their neighborhood.
- Continued to pursue a cooperative effort in the fight against drugs and worked closely with the Police Department.

Objectives for FY 2016-2017:

- Continue to pursue cooperative efforts in the fight against drugs and work closely with the Police Department.

POLICE NARCOTICS TASK FORCE**GENERAL FUND**

	ACTUAL	BUDGET	ESTIMATED	BUDGET
EXPENDITURES	2014-2015	2015-2016	2015-2016	2016-2017
Personnel Services	\$ 72,678	\$ 146,978	\$ 146,978	\$ 153,523
Supplies	-	-	-	-
Contractual Services	109	136	136	240
Capital Outlay	-	-	-	-
TOTAL Department Budget	\$ 72,787	\$ 147,114	\$ 147,114	\$ 153,763

	BUDGET	BUDGET	BUDGET	BUDGET
STAFFING	2013-2014	2014-2015	2015-2016	2016-2017
Narcotics Officer	1.00	1.00	1.00	2.00
TOTAL	1.00	1.00	1.00	2.00

DEPARTMENT DESCRIPTION AND MISSION

The primary mission of the Fire Department is to prevent and/or minimize the loss of life and property within the corporate limits of the City by establishing control over fires, sudden medical emergencies and the consequences of natural and manmade disasters. The Fire Department accomplishes this mission with three budgetary divisions: Administration, Operations and Emergency Medical Services. The Fire Prevention division is budgeted under Operations.

Contemporary fire departments must be “all-risk” emergency response organizations - capable of responding to a wide variety of incidents. Because of this, firefighters must not only be proficient at their primary tasks (firefighting and emergency medical services) but must also be able to perform complex technical rescues, operate efficiently in multi-casualty situations, work in situations involving release of hazardous chemicals, biological agents, radiological materials, explosions and disasters such as floods. Firefighters are trained in the National Incident Command System, enabling them to effectively interface with other City departments, local agencies, County, State and Federal assets during disaster situations.

FIRE SUMMARY**GENERAL FUND**

	ACTUAL	BUDGET	ESTIMATED	BUDGET
EXPENDITURES	2014-2015	2015-2016	2015-2016	2016-2017
Personnel Services	\$ 1,935,449	\$ 1,985,793	\$ 1,985,793	\$ 2,131,380
Supplies	88,465	76,761	76,761	80,604
Contractual Services	178,468	179,129	174,331	168,848
Capital Outlay	-	574,015	574,015	38,890
TOTAL Department Budget	\$ 2,202,382	\$ 2,815,698	\$ 2,810,900	\$ 2,419,722

	BUDGET	BUDGET	BUDGET	BUDGET
STAFFING	2013-2014	2014-2015	2015-2016	2016-2017
Fire Chief	1.00	1.00	1.00	1.00
Assistant Fire Chief	1.00	1.00	1.00	1.00
Captain	3.00	3.00	3.00	3.00
Lieutenant	3.00	3.00	3.00	3.00
Deputy Fire Marshal	0.00	0.00	0.00	1.00
Engineer	3.00	3.00	3.00	3.00
Firefighter	15.00	15.00	15.00	15.00
Secretary	0.50	0.50	0.50	1.00
TOTAL	26.50	26.50	26.50	28.00

DIVISION DESCRIPTION AND MISSION

The Administration Division is divided into two functional sections, Administrative Section and Emergency Management Section.

The mission of the Administration section is to manage the City's multifaceted all-risk emergency services including fire suppression, investigation and prevention, emergency management, rescue, hazardous materials, weapons of mass destruction and emergency medical services. The administration of the Fire Department works with the City Manager to establish levels of service propose new programs or improvements and formulate budget requests.

The mission of the City's Emergency Management Program provides action plans for City emergencies, maintains the Emergency Operations Center (EOC) and other preparedness facilities, maintains emergency warning equipment, and governs overall disaster responses and mitigation capabilities for the City.

The Fire Chief and Assistant Fire Chief are multi-role trained to respond to "all risks" and maintain certifications in structural firefighting, Emergency Medical Services, various types of technical rescue, hazardous materials/WMD, and arson investigation. The Fire Chief maintains certification as a police officer and the Assistant Fire Chief maintains credentials in emergency management. The Fire Chief and Assistant Chief work 8-hour days, five days/week and are subject to recall during emergencies. In addition to the Chief and Assistant Chief, the Administration Division has a part-time administrative assistant.

PROGRAM NARRATIVE**Accomplishments for FY 2015-2016:**

- Ensured that the fire department maintained high quality service and provided excellent customer service.
- Awarded Firewise Communities USA designation by the National Fire Protection Association.
- Implemented new Flood Emergency Response Plan (FERP).
- Implemented FEMA High Water Mark Initiative.

FIRE ADMINISTRATION**GENERAL FUND**

- Successfully petitioned the City of San Antonio to require detention upstream of Leon Valley.
- Recovered \$40,000 in federal funds from the Ambulance Supplemental Payment Program.

Objectives for FY 2016-2017

- Apply for various grants to increase revenue sources and address equipment and staffing needs.
- Continue to update Standard Operating Guidelines.
- Ensure that the department maintains high quality services and provides excellent customer service. Develop QA/QI program.
- Update Emergency Management Annexes, specifically to match new fire station, and city complex.
- Seek additional firefighting training opportunities with mutual aid departments, to include live burn evolutions.
- Earn Storm-Ready recognition from the National Weather Service
- Assist the City in earning a CRS/ISO rating in order to help lower flood insurance rates.
- Have one table top emergency management exercise with city staff.

FIRE ADMINISTRATION**GENERAL FUND**

	ACTUAL	BUDGET	ESTIMATED	BUDGET
EXPENDITURES	2014-2015	2015-2016	2015-2016	2016-2017
Personnel Services	\$ 218,760	\$ 234,257	\$ 234,257	\$ 312,739
Supplies	57,271	5,914	5,914	5,914
Contractual Services	27,030	31,923	34,923	41,992
Capital Outlay	-	45,477	45,477	28,500
TOTAL Department Budget	\$ 303,061	\$ 317,571	\$ 320,571	\$ 389,145

	BUDGET	BUDGET	BUDGET	BUDGET
STAFFING	2013-2014	2014-2015	2015-2016	2016-2017
Fire Chief	1.00	1.00	1.00	1.00
Assistant Fire Chief	1.00	1.00	1.00	1.00
Deputy Fire Marshal	0.00	0.00	0.00	1.00
Secretary	0.50	0.50	0.50	1.00
TOTAL	2.50	2.50	2.50	4.00

DIVISION DESCRIPTION AND MISSION

The Operations Division is divided into two functional sections, Operations Section and Fire Prevention Section.

The mission of the Operations section is to provide fire and other emergency services at acceptable levels of customer service and cost. Personnel provide this protection on a day-to-day basis through proper and quality training and by maintaining both themselves and their equipment in a state of readiness. Services provided include fire suppression, vehicle rescue, technical rescue, swift water rescues, hazardous materials response and Weapons of Mass Destruction response.

The mission of the Fire Prevention section is to administer the City's fire and life safety awareness and enforcement programs through proper community awareness, fire and life safety inspections and investigations.

The Operations section staff includes twenty-four uniformed personnel which are divided into three shifts of eight personnel. Shift personnel work 24 hours and then are off duty for 48 hours. During their off-duty time, personnel are subject to emergency recall. The operations staff is trained for multi roles to respond to "all risks" and maintain certifications in structural firefighting, Emergency Medical Services, various types of technical rescue and hazardous materials/WMD.

The Fire Prevention section staff consists of one full-time uniformed person that works 8-hour days, five days/week.

The Deputy Fire Marshal is subject to recall during emergencies. The Deputy Fire Marshal is trained for multiple roles to respond to "all risks" and maintains certifications in structural firefighting, Emergency Medical Services, Peace Officer, Fire Investigation and Building Codes & Inspections as well as various types of technical rescues and hazardous materials/WMD.

PROGRAM NARRATIVE**Accomplishments for FY 2015-2016:**

- Maintained high quality services and excellent customer service.
- Won Award from the International Code Council for fire prevention program.
- Won Award from the American Heart Association for "Fit Friendly Worksite".
- Implemented new fitness/health initiatives and standards.
- Provided excellent customer service to businesses, contractors and residents.
- Implemented new communication procedures to be NIMS compliant.
- Transitioned smoothly to coordinate with new Dispatch center.
- Built and placed in service new brush/rescue truck.
- Ordered new fire engine.
- Participated and won the Annual Tower Climb competition for Cystic Fibrosis Foundation.
- Upgraded respiratory protection and training.
- Updated standard fire response plan.

Objectives for FY 2016-2017:

- Place in service new fire engine.
- Improve Swift Water Rescue Training.
- Participate in the Texas A&M Municipal Fire School.
- Complete and develop LC17 creek project response plan and training.
- Complete multi-family residential response plan and drill.
- Complete mutual aid drill with other fire companies.

FIRE OPERATIONS**GENERAL FUND**

	ACTUAL	BUDGET	ESTIMATED	BUDGET
EXPENDITURES	2014-2015	2015-2016	2015-2016	2016-2017
Personnel Services	\$ 1,676,299	\$ 1,751,536	\$ 1,751,536	\$ 1,818,641
Supplies	31,194	31,237	31,237	32,495
Contractual Services	86,131	78,630	78,832	69,540
Capital Outlay	-	528,538	528,538	10,390
TOTAL Department Budget	\$ 1,793,624	\$ 2,389,941	\$ 2,390,143	\$ 1,931,066

	BUDGET	BUDGET	BUDGET	BUDGET
STAFFING	2013-2014	2014-2015	2015-2016	2016-2017
Captain	3.00	3.00	3.00	3.00
Lieutenant	3.00	3.00	3.00	3.00
Engineer	3.00	3.00	3.00	3.00
Firefighter	15.00	15.00	15.00	15.00
TOTAL	24.00	24.00	24.00	24.00

DIVISION DESCRIPTION AND MISSION

To provide a Fire Department-based full-service Emergency Medical Service with Advanced Life Support capabilities. Strive to maintain superior services at reasonable costs with quality patient care as our number one goal.

The Emergency Medical Services staff is the same staff utilized and assigned in the Operations Division. All of the staff are trained Emergency Medical Technicians, and most are trained to the Paramedic level. Paramedics receive training in Advanced Cardiac Life Support (ACLS), Basic Trauma Life Support (BTLS), Pediatric Pre-hospital Provider Course (PPPC) and other EMS specialty classes.

PROGRAM NARRATIVE**Accomplishments for FY 2015-2016:**

- Maintained high quality patient care.
- Maintained quality training, through continuing education and monthly skills testing.
- Received trauma grant to enhance EMS training.
- Obtained Advanced Cardiac Life Support training.
- Pediatric Advanced Life Support training.
- Obtained Pre-hospital Trauma Life Support training.
- Renewed CPR certifications.
- Implemented Student/Rider program.

Objectives for FY 2017-2018:

- Maintain high quality patient care in a professional, compassionate manner.
- Revise medical protocols and Standard Operating Guidelines as necessary.
- Transition to new Medical Director and Protocols.
- Update Electronic Patient Care Reporting software.
- Initiate Department of State Health Services Continuing Education program
- Revise QA/PI program.
- Update EMS Billing and Collection services.
- Renew Texas Department of State Health Services Agency Provider License.

EMERGENCY MEDICAL SERVICE**GENERAL FUND**

	ACTUAL	BUDGET	ESTIMATED	BUDGET
EXPENDITURES	2014-2015	2015-2016	2015-2016	2016-2017
Personnel Services	\$ 40,390	\$ -	\$ -	\$ -
Supplies	-	39,610	39,610	42,195
Contractual Services	65,307	68,576	60,576	57,316
Capital Outlay	-	-	-	-
TOTAL Department Budget	\$ 105,697	\$ 108,186	\$ 100,186	\$ 99,511

	BUDGET	BUDGET	BUDGET	BUDGET
STAFFING	2013-2014	2014-2015	2015-2016	2016-2017
	*	*	*	*
TOTAL	*	*	*	*

FOOTNOTE: * - Assigned to Operations

PROGRAM NARRATIVE

The mission of this department is to construct, operate, maintain and repair the City's infrastructure including streets, sidewalks, curbs, drains, right-of-ways, traffic control systems and signage, marquees, buildings and other facilities and to provide support services to other City departments and to the public. Included is the operation of environmental activities such as solid waste disposal, used oil recycling, drought management, right-of-way mowing, street sweeping and mosquito control. Also included is supervision of franchised utilities, telecommunication companies and developer construction of public infrastructure.

This department provides personnel and support facilities for activities such as subdivision and building plan review, code enforcement lot cleaning (or fence maintenance), janitorial services, vehicle maintenance, traffic counts and special activities (Christmas, Earthwise Living, Community Center, Fourth of July, etc.). This department also administers TxDOT projects.

Accomplishments for FY 2015-2016:

- Completed FY 2016 Budget.
- Continued to monitor EPA Plume Project and well testing.
- Provide staff support to Citizen Advisory Group.
- Conducted semiannual Spring and Fall trash and large item pickup.
- Repaired/replaced various street signs through the city.
- Cleared debris, mowed grass, trimmed and maintained all city buildings, park, creeks, drainage ditches and right of ways.
- Assisted Police and Fire Departments, Library and City Hall as needed.
- Managed the remaining portion of the 2012 Municipal Facilities Bond Project, with the remodeling of City Hall.
- Moved all City administrative staff into City Hall and repaired lease space.
- Continued energy savings program, lights, filters, water, reseal windows, etc.
- Repaired erosion damage along Huebner Creek and low water crossings.
- Repaired and maintained streets throughout City.
- Repaired and maintained sidewalks.
- Provided support for city events.
- Removed fallen trees, trim overgrown limbs for emergency vehicle clearance.
- Updated mapping on software system for service requests.

PUBLIC WORKS

GENERAL FUND

- Responded to various service requests from residents or city.
- Continued development of Steurenthaler-Silo Park.
- Implemented new street ranking software and ranked each street as to Pavement Condition Indexing.
- Open pool and provide maintenance support for summer use.
- Completed street maintenance program goals.
- Repaired old / installed new sidewalks along western portion of Evers Road.
- Support Bexar County with Huebner Creek project.
- Applied for AACOG grant for new brush chipper.

Objectives for FY 2016-2017:

- Continue to monitor EPA Plume Project and well testing.
- Provide staff support to Citizen Advisory Group.
- Conduct semiannual Spring and Fall trash and large item pickup.
- Repair/replace various street signs through the city.
- Maintenance to clear debris, mow grass, trim and maintain all city buildings, park, creeks, drainage ditches and right of ways.
- Assist Police and Fire Departments, Library and City Hall as needed.
- Continue energy savings program, lights, filters, water, reseal windows, etc.
- Repair any erosion damage along Huebner Creek and low water crossings.
- Replace materials after water leak repairs.
- Street maintenance using sales tax revenue funds throughout City.
- Repair and maintain curbs and sidewalks.
- Install new and repair existing sidewalks along eastern portion of Evers Road.
- Finish construction of Steurenthaler-Silo Park.
- Remove fallen trees, trim overgrown for emergency vehicle clearance.
- Provide support services for city events.
- Replace dead trees and other vegetation in public areas.
- Continue supervision of telecommunications contractors.

PUBLIC WORKS**GENERAL FUND**

- Support El Verde 2020.
- Assure the continued maintenance programs for all city property.
- Continue pothole repair program throughout city.
- Support Bexar County with Huebner Creek project.
- Open pool and provide maintenance support for Summer use.
- Complete FY 17 street maintenance program goals. Assure the continued maintenance programs for all city property.
- Continue to rank streets.
- Apply for CDBG funding and, if awarded, complete the Cades Cove sewer line and street repair project.
- Removed fallen trees, trim overgrown for emergency vehicle clearance.

PUBLIC WORKS**GENERAL FUND**

	ACTUAL	BUDGET	ESTIMATED	BUDGET
EXPENDITURES	2014-2015	2015-2016	2015-2016	2016-2017
Personnel Services	\$ 739,868	\$ 796,301	\$ 796,301	\$ 937,352
Supplies	164,266	172,300	172,300	215,500
Contractual Services	243,485	283,415	283,415	504,869
Capital Outlay	-	157,500	157,500	251,000
TOTAL Department Budget	\$ 1,147,619	\$ 1,409,516	\$ 1,409,516	\$ 1,908,721

	BUDGET	BUDGET	BUDGET	BUDGET
STAFFING	2013-2014	2014-2015	2015-2016	2016-2017
Director of Public Works	0.40	0.40	0.40	0.40
Assistant Director	0.00	0.40	0.40	0.40
Projects Manager	0.40	0.00	0.00	0.00
Administrative Assistant	0.40	0.00	0.00	0.00
Building Operations Foreman	0.90	0.90	0.90	0.00
Field Supervisor	0.50	0.50	0.50	0.50
Shop Foreman	0.80	0.80	0.80	0.80
Crew Leader	2.30	2.30	2.30	2.30
Laborer IV	1.50	1.50	1.50	1.50
Laborer III	2.70	2.70	3.70	5.70
Mechanic	0.80	0.80	0.80	0.80
Laborer I	0.90	0.90	0.90	0.90
Animal Control Officer	0.00	0.00	0.00	1.00
Code Enforcement Officer	0.00	0.00	0.00	0.90
TOTAL	11.60	11.20	12.20	15.20

DEPARTMENT DESCRIPTION AND MISSION

To promote and foster a wholesome, active, community environment and to protect the health, safety and welfare of citizens in a proactive and neighborhood based formula, through public education and positive behavior reinforcement.

The Community Development Department is a multi-faceted team tasked with the responsibilities of flood plain management, zoning, planning and subdivision administration, building inspections, health inspections, and public events/workshops. The team is committed to providing a wholesome, active, community environment in Leon Valley. The public health, safety and welfare of Leon Valley will be advanced in a proactive neighborhood-based initiative through public education and positive behavior reinforcement.

PROGRAM NARRATIVE**Accomplishments for FY 2015-2016:**

- Reviewed records management schedule and document permit and inspection records and had them shredded.
- Reviewed and issued permitting for the new municipal facilities, phase 2 & 3 – Police Station and City Hall).
- Completed Annual licensing and registration mail-outs.
- Expanded Tree Challenge web page.
- Received Tree City USA award and Tree City Growth Award.
- Acquired Texas Floodplain Managers Certification.
- Serve on the Alamo Forest Partnership Board.

Objectives for FY 2016-2017:

- Complete revisions to the 2013 Master Plan document including demographic, statistical and map updates and commercial and residential area updates.
- Increase permitting fee to be competitive with surrounding cities.
- Implemented dynamic Building Permit Process, with digital notification to applicants.
- Acquire Arborist Certification.
- Develop Leon Valley Park Tree Master Plan.

COMMUNITY DEVELOPMENT**GENERAL FUND**

	ACTUAL	BUDGET	ESTIMATED	BUDGET
EXPENDITURES	2014-2015	2015-2016	2015-2016	2016-2017
Personnel Services	\$ 96,624	\$ 110,097	\$ 110,097	\$ 165,957
Supplies	5,173	5,400	4,950	4,900
Contractual Services	115,812	104,243	104,693	91,763
Capital Outlay	-	-	-	-
TOTAL Department Budget	\$ 217,609	\$ 219,740	\$ 219,740	\$ 262,620

	BUDGET	BUDGET	BUDGET	BUDGET
STAFFING	2013-2014	2014-2015	2015-2016	2016-2017
Development Director	0.80	0.80	0.80	0.80
Administrative Assistant	0.80	0.80	0.80	0.80
TOTAL	1.60	1.60	1.60	1.60

DEPARTMENT DESCRIPTION AND MISSION

The Economic Development Department (EDD) serves as the City of Leon Valley's business arm. EDD focuses on four areas of activity: 1) promote the development and expansion of new and existing business enterprises within Leon Valley; 2) provide staff support for the Leon Valley Economic Development Corporation (LVEDC); 3) serve as the City liaison with the Leon Valley business community; and 4) develop and coordinate partnerships with various government agencies and business groups to develop and retain local businesses.

The mission of the Economic Development Department is to facilitate economic development activities that assist in developing and sustaining businesses to create a strong local economy, in an effort to provide a better quality of life for the citizens of Leon Valley; as well as focusing on redevelopment to enhance the community, revitalize the Bandera Road corridor, and increase sales tax revenue.

PROGRAM NARRATIVE**Accomplishments for FY 2015-2016:**

- Attended ICSC RECon in Las Vegas.
- Attended ICSC Texas in Dallas.
- Provided staff support to the LVEDC and their activities to develop an Economic Development Retail and Redevelopment Plan for Leon Valley.
- Coordinated Leon Valley Fiesta Medals project.
- Coordinated City of Leon Valley Movies in the Park.
- Updated business list.
- Continue to promote new City of Leon Valley logo and tag line – Deep Roots. Big Ideas.
- Continued column to promote economic development initiatives in The Lion's Roar.
- Provided information on the LVEDC to various local and non-local businesses.
- Continued to provide research and analytical assistance to the LVEDC on strategic plan development and business retention & expansion program.
- Continued development of professional relationships with area businesses.
- Continued to develop partnership with Leon Valley Area Chamber of Commerce.

ECONOMIC DEVELOPMENT

GENERAL FUND

- Continued quarterly meetings between City Council and LVEDC Board of Directors.
- Consulted on a website for the LVEDC.

Objectives for FY 2016-2017:

- Support and assist City Manager with strategies to accomplish the City's overall 2016 objectives.
- Expand, retain and attract businesses to Leon Valley.
- Continue to facilitate LVEDC activities including the development and implementation of a strategic plan for economic development and a business retention and expansion program for Leon Valley.
- Develop and maintain contacts from the International Council of Shopping Centers (ICSC) RECon.
- Continue building relationships and partnerships with national, state, and local groups to assist the Leon Valley business community
- Develop economic development program and incentive guidelines/policy for Leon Valley.
- Continue to facilitate update of community and retail profiles for Leon Valley.
- Continue to post updated profiles, reports, and lists of businesses and vacant commercial properties.
- Continue to facilitate branding activities for City.
- Continue to promote economic development initiatives to community.

ECONOMIC DEVELOPMENT**GENERAL FUND**

	ACTUAL	BUDGET	ESTIMATED	BUDGET
EXPENDITURES	2014-2015	2015-2016	2015-2016	2016-2017
Personnel Services	\$ 113,709	\$ 130,230	\$ 82,800	\$ 54,146
Supplies	3,989	5,025	4,000	4,000
Contractual Services	38,118	112,243	80,274	83,140
Capital Outlay	-	-	-	-
TOTAL Department Budget	\$ 155,816	\$ 247,498	\$ 167,074	\$ 141,286

	BUDGET	BUDGET	BUDGET	BUDGET
STAFFING	2013-2014	2014-2015	2015-2016	2016-2017
Development Director	1.00	1.00	1.00	0.00
Administrative Assistant	1.00	1.00	1.00	1.00
TOTAL	2.00	2.00	2.00	1.00

DEPARTMENT DESCRIPTION AND MISSION

The City's sponsors several special events in collaboration with the City's Community Events Committee. The following are programmed City events, July 4th Celebration, Los Leones Art Festival, Holiday Tree Lighting Ceremony, Beethoven Concert, Grandparents' Day Concert, Earthwise Living Day, Pet Parade and Bi-Annual Rabies Vaccination Clinics.

The mission of the Special Event program is to provide a sense of community, recreation and entertainment to enhance the quality of life of the Leon Valley citizenry, and to promote tourism of the City.

PROGRAM NARRATIVE**Accomplishments for FY 2015-2016:**

- Expanded the July 4th Parade and Festivities for all day activities and
- Fireworks to end the evening.
- Planned and prepared for the Leon Valley Holiday Fest.
- Hosted the 6th Annual Arbor Day.
- Hosted the Annual Grandparent Concert and Tree lighting Ceremony.
- The EWL Committee held a successful Earthwise Living Day.
- All events facilitated for positive effect on community building and City identity with the goal of creating a *sense of place* and celebrating the community's strengths and accomplishments.

Objectives for FY 2016-2017:

- Plan and execute the next the July 4th Parade, Festivities and Fireworks.
- Host the annual Arbor Day, Grandparent Concert, Tree lighting Ceremony and Holiday Concert.
- Continue partnerships (i.e. EWL, NISD) for successful events, concerts and similar activities.

SPECIAL EVENTS**GENERAL FUND**

	ACTUAL	BUDGET	ESTIMATED	BUDGET
EXPENDITURES	2014-2015	2015-2016	2015-2016	2016-2017
Personnel Services	\$ 8,850	\$ 12,445	\$ 12,445	\$ 19,757
Supplies	55,515	77,900	77,900	61,350
Contractual Services	30,000	22,500	5,000	-
Capital Outlay	-	-	-	-
TOTAL Department Budget	\$ 94,365	\$ 112,845	\$ 95,345	\$ 81,107

	BUDGET	BUDGET	BUDGET	BUDGET
STAFFING	2013-2014	2014-2015	2015-2016	2016-2017
	0.00	0.00	0.00	0.00
TOTAL	0.00	0.00	0.00	0.00

DEPARTMENT DESCRIPTION AND MISSION

The Parks Department provides for operating, constructing and maintaining the City's park facilities. The mission of the Parks Department is to maintain these facilities in good condition, creating a clean and safe park environment. This department works with the reservation clerk for rentals in the park, makes deposits refund inspections, arranges for deposit refunds, and coordinates with the park commission and large users such as John Marshall High School.

PROGRAM NARRATIVE**Accomplishments for FY 2015-2016:**

- Replaced soccer fence netting and repainted posts.
- Repainted restrooms, installed new water fountains, and removed graffiti.
- Removed trash and debris on weekly basis.
- Repaired leaks on sprinkler system, hose bibs, protect pipes from freeze.
- Power washed and maintained playground area, replaced worn playground equipment, installed new playground equipment, and restored fluff fall zone material.
- Provided flood debris cleanup for 20 flooding events.
- Removed dead trees.
- Maintained swimming pool, repaired gate fence and removed graffiti.
- Provided support and assistance with revised plan for new hike & bike trail.
- Continued to develop new Steurethaler-Silo Park off Huebner Road.
- Provided staff support to Park Commission.
- Provided management and program oversight to City pool contractor.

Objectives for FY 2016-2017:

- Revise Park ordinance.
- Complete Steurethaler-Silo Park.
- Rehabilitate Raymond Rimkus Park amenities as needed.
- Mow grass, creeks and trim trees.
- Repair sidewalks and walkways.
- Maintain walking path system.
- Continue to support City events.

PARKS AND RECREATION**GENERAL FUND**

- Plant trees for Green project.
- Restore grass in bare spots.
- Control erosion at Huebner Creek below low water crossing.
- Provide support and assistance for new Hike & Bike Trail.
- Repair athletic field surface.
- Create park at Shadow Mist parkland property.
- Provide management and program oversight to City pool contractor.
- Provide staff support to Park Commission.

PARKS AND RECREATION**GENERAL FUND**

	ACTUAL	BUDGET	ESTIMATED	BUDGET
EXPENDITURES	2014-2015	2015-2016	2015-2016	2016-2017
Personnel Services	\$ 63,115	\$ 91,182	\$ 91,182	\$ 82,093
Supplies	28,859	19,000	19,000	30,500
Contractual Services	50,820	76,690	76,690	99,982
Capital Outlay	-	51,500	51,500	46,000
TOTAL Department Budget	\$ 142,794	\$ 238,372	\$ 238,372	\$ 258,575

	BUDGET	BUDGET	BUDGET	BUDGET
STAFFING	2013-2014	2014-2015	2015-2016	2016-2017
Laborer III	1.50	1.50	1.50	1.50
TOTAL	1.50	1.50	1.50	1.50

DEPARTMENT DESCRIPTION AND MISSION

The Leon Valley Public Library is the city's friendly gateway to the worlds of learning, imagination, creativity, and community interaction. The primary mission of the Leon Valley Public Library is to provide quality educational and information resources, historical and cultural opportunities, and recreational activities enriching the entire community.

PROGRAM NARRATIVE**Accomplishments for FY 2015-2016:**

- Continued personal and specialized customer service to residents of all ages.
- Collaboration with other city departments in regard to: programming, program promotion, social media.
- Formation of Teen Group and associated activities.
- Improved Library web presence by updating website, cross promotion with city through websites and social media.
- Evaluated collection items with past usage and current space constraints as a focus.
- Supported El Verde 2020 and sustainable living as a collection and information focus to the community.
- Re-evaluated eBook focus and vendors.
- Continued outreach service to Senior Living community in Leon Valley, in taking library books for check out to them.
- Continued participation in civic and community sustaining events: Leon Valley Fourth of July, Earthwise Living Day, Arbor Day and Breakfast with Santa, Holiday Fest.
- Innovative programming implemented: Coloring for Adults, Chess Group, Drum Circle, and Stuffed Animal Sleepover.
- Increased Storytime to twice per week and added activity centers.
- Continued cultural opportunities for Leon Valley by having the San Antonio Symphony present family programs.
- Added no charge Notary Service for Leon Valley Residents.
- Spanish Language Collection for adults added with the help of the LV Friends of the Library.
- Received Texas Municipal Library Directors Association Award of Excellence in Libraries.

- Continue to offer personal and specialized customer service to residents of all ages.
- Offer author, artist, musician and storyteller visits featuring “Live at the Library” performances for the education and entertainment of residents of all ages.

Objectives for FY 2016-2017:

- Continue to offer personal and specialized customer service to residents of all ages.
- Expand Young Adult collection and services for teens in the community as well as reconfigure the Young Adult area and make it conducive to teen use.
- Continue collection evaluation with past usage and current space constraints as a focus.
- Expand e-book services as a priority through using a Collaborative Platform to increase the number of books available to our residents.
- Apply for any available program / collection enrichment grants as may be available through public or private sources.
- Continue participation and support of community sustaining and cultural events, for example, Leon Valley Fourth of July Parade, Pet Parade, City and Homestead Anniversary celebrations, Breakfast with Santa and others as may occur.
- Maintain Stat Pad defibrillator certifications. Continue work on Emergency Management certifications.
- Continue innovative programming efforts, increasing number of programs offered for all age groups as well as attendance at programs.
- Increase activity/participation in our Teen Group and Teen Programs.
- Continue outreach program of book delivery to shut ins, possibly increasing those visited.
- Web presence: continue collaboration with other departments; evaluate website and professionalism/use and how to improve.

LIBRARY**GENERAL FUND**

	ACTUAL	BUDGET	ESTIMATED	BUDGET
EXPENDITURES	2014-2015	2015-2016	2015-2016	2016-2017
Personnel Services	\$ 247,120	\$ 272,747	\$ 272,747	\$ 281,372
Supplies	30,876	24,314	21,200	25,114
Contractual Services	39,053	46,249	46,249	46,414
Capital Outlay	-	20,000	20,000	12,700
TOTAL Department Budget	\$ 317,049	\$ 363,310	\$ 360,196	\$ 365,600

	BUDGET	BUDGET	BUDGET	BUDGET
STAFFING	2013-2014	2014-2015	2015-2016	2016-2017
Librarian	1.00	1.00	1.00	1.00
Assistant Librarian	0.00	1.00	1.00	1.00
Library Technician	1.00	1.00	1.00	1.00
Library Clerk	1.40	1.50	1.50	1.50
Summer Hires	0.10	0.10	0.10	0.10
TOTAL	3.50	4.60	4.60	4.60

DEPARTMENT DESCRIPTION AND MISSION

The mission of the Communications Department is to maintain the City's reputation of distinction by developing and implementing clear, consistent and engaging communication strategies. These strategies are designed to enhance the public understanding of Leon Valley by means of excellent customer service, positive publicity, social media, website services and all relevant media sources to foster public trust and transparency of government while promoting Leon Valley's *Deep Roots* and *Big Ideas*.

The Communication Department is central to the integration and dissemination of information for the City and will be professional, responsive and adaptable to the diverse Leon Valley community, the changing needs of citizens, and the continuous evolution of technology. The Communications will also monitor and facilitate the local and regional relationships for emergency dispatch services and relations.

PROGRAM NARRATIVE**Accomplishments for FY 2015-2016:**

- Successfully completed Security Awareness audit by the Texas Department of Public Safety's Crime Information Center.
- Implemented Crime Report (CR) Monthly Newsletter Binder/Log Book.
- Implemented DPS required OMNIXX double check report verification process.
- Devised a plan for installing a redundant Flood Warning Siren Activation Point in conjunction with LVFD and IT.
- Installed Privacy Screen Protectors to reduce unauthorized viewing of CJIS data.
- Performed Internal and External Stakeholder SWOT (Strengths, Weakness, Opportunities, and Threats) Analysis of Communications Department.
- Designed Communications Department Webpage.
- Reduced annual expenses by discontinuation of obsolete service agreement.
- Got 2 TAC (Terminal Agency Coordinators) certified.
- Assigned senior dispatcher as Training and Curriculum Coordinator.

Objectives for FY 2016-2017:

- Redefine the structure and purpose of the Communications Department with new goals, objectives and accomplishments for FY 2016-2017.
- Maintain and monitor the Dispatch Contract with the City of Helotes.
- Facilitate and process In Kind Grant requests to the City.

COMMUNICATIONS

GENERAL FUND

- Research and participate in any eligible Federal, State and Local grant opportunities.
- Oversee the editing, completion and delivery of the bi-monthly City Newsletter.
- Oversee and execute specified special events and special projects of the City.
- Review and update the City website for relevancy, accuracy and user-friendliness.
- Create a Recreational Committee for Youth Involvement & Activity Programs.
- Liaison the Hike and Bike Committee and publicize and initiate their recommendations.
- Implement a customer service survey program by which residents and businesses can easily submit reviews of their interactions/experiences with City employees and City facilities.
- Initiate a robot-call initiative for mass City communications.

COMMUNICATIONS**GENERAL FUND**

	ACTUAL	BUDGET	ESTIMATED	BUDGET
EXPENDITURES	2014-2015	2015-2016	2015-2016	2016-2017
Personnel Services	\$ 271,461	\$ 380,960	\$ 187,766	\$ 148,898
Supplies	1,058	7,300	4,870	3,500
Contractual Services	10,951	35,000	148,986	178,184
Capital Outlay	-	23,440	-	23,053
TOTAL Department Budget	\$ 283,470	\$ 446,700	\$ 341,622	\$ 353,635

	BUDGET	BUDGET	BUDGET	BUDGET
STAFFING	2013-2014	2014-2015	2015-2016	2016-2017
Communications Director	0.00	0.00	1.00	1.00
IT Specialist	0.00	0.50	0.50	0.50
Dispatcher	6.00	6.00	6.00	0.00
Receptionist	0.00	0.00	0.50	0.50
TOTAL	6.00	6.50	8.00	2.00

ENTERPRISE FUND

FUND NARRATIVE

The Enterprise Fund's function is to account for the operation of the City's Water and Sewer System. Water and sewer operations are intended to be self-supporting through user charges. The fund has four departments: General Administration, Water System, Sewer System and Storm Water.

WATER AND SEWER FUND
INCOME STATEMENT AND CHANGES IN WORKING CAPITAL

	ACTUAL	BUDGET	ESTIMATED	BUDGET
	2014-2015	2015-2016	2015-2016	2016-2017
OPERATING REVENUES				
Water Sales	\$ 997,249	\$ 1,070,000	\$ 1,016,000	\$ 1,407,321
Water Supply Fee	128,570	140,000	130,000	177,426
Sewer Sales	1,871,412	1,912,000	1,862,000	1,969,782
Connection & Platting	525	2,500	2,500	500
Customer Penalties	39,020	43,300	55,800	45,500
Tapping Fees	18,818	16,000	16,000	16,000
Storm Water Fees	391,250	384,000	398,000	388,100
TOTAL OPERATING REVENUES	3,446,845	3,567,800	3,480,300	4,004,629
OPERATING EXPENSES				
General & Administrative	669,353	698,946	698,946	769,205
Water System	911,259	1,181,737	1,181,737	988,604
Sewer System	1,394,312	1,591,659	1,591,659	1,673,914
Storm Water	337,648	453,700	453,700	616,045
Depreciation	168,948	-	-	-
TOTAL OPERATING EXPENSES	3,481,521	3,926,042	3,926,042	4,047,768
NET OPERATING INCOME (LOSS)	(34,676)	(358,242)	(445,742)	(43,139)
NON-OPERATING REVENUES (EXPENSES)				
Interest Income and Other	120,677	46,000	30,500	90,640
Water Supply Reserve	-	-	-	140,000
Non-operating Transfer Out	(70,000)	-	-	(107,141)
Storm Water Fund Balance	-	-	-	-
TxDot Reimbursement (Evers Road Bridge)	-	-	-	-
TOTAL NON-OPERATING REVENUES (EXPENSES)	50,677	46,000	30,500	123,499
NET INCOME (LOSS) (Excluding Depreciation)	16,001	(312,242)	(415,242)	80,360
CHANGES IN WORKING CAPITAL				
NET INCOME (LOSS)	16,001	(312,242)	(415,242)	80,360
SOURCES (USES) OF WORKING CAPITAL				
Additions to Fixed Assets	-	(733,000)	(733,000)	(196,000)
TOTAL SOURCES (USES) OF WORKING CAPITAL	-	(733,000)	(733,000)	(196,000)
NET INCREASE (DECREASE) IN WORKING CAPITAL	16,001	(1,045,242)	(1,148,242)	(115,640)
BEGINNING FUND BALANCE	2,021,233	2,037,234	2,037,234	888,992
*ENDING FUND BALANCE	\$ 2,037,234	\$ 991,992	\$ 888,992	\$ 773,352

WATER AND SEWER FUND
SCHEDULE OF OPERATING REVENUES BY SOURCE

	ACTUAL	BUDGET	ESTIMATED	BUDGET
	2014-2015	2015-2016	2015-2016	2016-2017
OPERATING REVENUES				
Water Sales				
Metered Water	\$ 811,407	\$ 875,000	\$ 825,000	\$ 1,212,821
Edwards Aquifer Fee	185,842	194,000	190,000	194,000
Bulk Water	-	1,000	1,000	500
Water Supply Fee	128,570	140,000	130,000	177,426
Total Water Sales	1,125,819	1,210,000	1,146,000	1,584,747
Sewer Sales				
City Service (SAWS)	1,856,868	1,900,000	1,850,000	1,955,282
City Surcharge	14,544	12,000	12,000	14,500
Total Sewer Sales	1,871,412	1,912,000	1,862,000	1,969,782
Storm Water				
Storm Water Fees	283,092	276,000	290,000	280,000
Storm Water Fee-SAWS Billing	108,158	108,000	108,000	108,100
Total Storm Water Fees	391,250	384,000	398,000	388,100
Connection Fees				
Connection Fees	525	2,500	2,500	500
Total Connection Fees	525	2,500	2,500	500
Customer Fees				
Customer Penalties	29,258	32,800	35,000	30,000
Customer Disconnection Fees	6,740	6,500	10,800	6,500
Storm Water Penalties	3,023	4,000	4,000	3,000
TECQ Public Health Fee	-	-	6,000	6,000
Total Customer Fees	39,020	43,300	55,800	45,500
Tapping Fees				
Water Tap Fees	18,818	15,000	15,000	15,000
Sewer Tap Fees	-	1,000	1,000	1,000
Total Tapping Fees	18,818	16,000	16,000	16,000
TOTAL OPERATING REVENUES	\$ 3,446,845	\$ 3,567,800	\$ 3,480,300	\$ 4,004,629

WATER AND SEWER FUND
SCHEDULE OF NON-OPERATING REVENUES (EXPENSES)

	ACTUAL	BUDGET	ESTIMATED	BUDGET
	2014-2015	2015-2016	2015-2016	2016-2017
Non-Operating Revenues				
Interest Income	\$ 1,270	\$ 1,000	\$ 5,500	\$ 5,640
Impact Fees	34,725	10,000	10,000	10,000
Miscellaneous Income	84,682	35,000	15,000	15,000
Water Lease	-	-	-	60,000
Total Non-Operating Revenues	120,677	46,000	30,500	90,640
Non-Operating Expenses				
Transfer out to Debt Service	(70,000)	-	-	(107,141)
Total Non-Operating Expenses	(70,000)	-	-	(107,141)
TOTAL NON-OPERATING REVENUES (EXPENSES)	\$ 50,677	\$ 46,000	\$ 30,500	\$ (16,501)

WATER AND SEWER FUND
SCHEDULE OF SOURCES (USES) OF WORKING CAPITAL
AND DEPRECIATION

	<u>ACTUAL</u>	<u>BUDGET</u>	<u>ESTIMATED</u>	<u>BUDGET</u>
	<u>2014-2015</u>	<u>2015-2016</u>	<u>2015-2016</u>	<u>2016-2017</u>
Additions to Fixed Assets				
General & Administrative	-	-	-	-
Water System	-	63,500	63,500	183,000
Sewer System	-	206,000	206,000	13,000
Storm Water	-	463,500	463,500	-
Total Additions to Fixed Assets	\$ -	\$ 733,000	\$ 733,000	\$ 196,000

WATER AND SEWER FUND
SCHEDULE OF OPERATING EXPENSES BY COST CATEGORY

	ACTUAL	BUDGET	ESTIMATED	BUDGET
	2014-2015	2015-2016	2015-2016	2016-2017
Personnel Services	\$ 1,140,493	\$ 1,223,112	\$ 1,223,112	\$ 1,328,398
Supplies	117,084	134,850	134,850	131,250
Contractual Services	2,054,995	2,568,080	2,568,080	2,588,120
TOTAL EXPENDITURES	\$ 3,312,572	\$ 3,926,042	\$ 3,926,042	\$ 4,047,768

DEPARTMENT DESCRIPTION AND MISSION

The Administrative Department provides management and administration to water and sewer system operations, provides policy guidance and procedures for distributing potable water to the City's water customers in accordance with requirements of the State and other regulatory agencies, and provides direction for operations and maintenance of City wide sanitary sewer collection system.

PROGRAM DESCRIPTION

Senate Bill 1135, passed by the 74th Texas Legislature, directs the Comptroller of Public Accounts to make an annual allocation from the Law Enforcement Officer Standards and Education (LEOSE) account to qualified law enforcement agencies. Twenty percent of the account is allocated equally among the qualified agencies. The remaining eighty percent is allocated based on the number of eligible law enforcement positions each agency had as of January 1 of the preceding calendar year.

Funds must only be spent on expenses related to the continuing education of qualified persons. Eligible expenses are not limited to tuition or registration fees; they may include equipment (such as TV's and VCR's), subscriptions, or travel expense if they are related to continuing education.

This program includes funds for the Leon Valley Police Department.

LEOSE ALLOCATION POLICE**GRANT FUND**

	ACTUAL	BUDGET	ESTIMATED	BUDGET
EXPENDITURES	2014-2015	2015-2016	2015-2016	2016-2017
Personnel Services	\$ -	\$ -	\$ -	\$ -
Supplies	-	-	-	-
Contractual Services	2,066	2,066	2,066	2,136
Capital Outlay	-	-	-	-
TOTAL Department Budget	\$ 2,066	\$ 2,066	\$ 2,066	\$ 2,136

		BUDGET	BUDGET	BUDGET	BUDGET
STAFFING	GRADE	2013-2014	2014-2015	2015-2016	2016-2017
		0.0	0.0	0.0	0.0
TOTAL		0.0	0.0	0.0	0.0

LEOSE ALLOCATION FIRE**GRANT FUND**

PROGRAM DESCRIPTION

Senate Bill 1135, passed by the 74th Texas Legislature, directs the Comptroller of Public Accounts to make an annual allocation from the Law Enforcement Officer Standards and Education (LEOSE) account to qualified law enforcement agencies. Twenty percent of the account is allocated equally among the qualified agencies. The remaining eighty percent is allocated based on the number of eligible law enforcement positions each agency had as of January 1 of the preceding calendar year.

Funds must only be spent on expenses related to the continuing education of qualified persons. Eligible expenses are not limited to tuition or registration fees; they may include equipment (such as TV's and VCR's), subscriptions, or travel expense if they are related to continuing education.

This program includes funds for the Leon Valley Fire Department.

LEOSE ALLOCATION FIRE**GRANT FUND**

	ACTUAL	BUDGET	ESTIMATED	BUDGET
EXPENDITURES	2014-2015	2015-2016	2015-2016	2016-2017
Personnel Services	\$ -	\$ -	\$ -	\$ -
Supplies	-	-	-	-
Contractual Services	682	715	715	788
Capital Outlay	-	-	-	-
TOTAL Department Budget	\$ 682	\$ 715	\$ 715	\$ 788

		BUDGET	BUDGET	BUDGET	BUDGET
STAFFING	GRADE	2013-2014	2014-2015	2015-2016	2016-2017
		0.0	0.0	0.0	0.0
TOTAL		0.0	0.0	0.0	0.0

LEON VALLEY CRIME PREVENTION AND CONTROL DISTRICT

FUND DESCRIPTION AND MISSION

The Crime Control and Prevention District is a special purpose district created for the purpose of improving crime prevention and reducing crime. In 1989, the Texas Legislature recognized that smaller cities within large metropolitan areas are greatly impacted by big city crime without the big city resources to fight crime problems they face. The Legislature passed the Crime Control and Prevention District Act to enable cities to create a special district that can collect a sales tax specifically dedicated to crime Control and reduction.

On November 5, 2013 the citizens of Leon Valley voted to create a Crime Control and Prevention District that will be supported through a 1/8 percent local sales and use tax.

**CRIME CONTROL AND PREVENTION DISTRICT
SUMMARY OF REVENUES AND EXPENDITURES**

	ACTUAL 2014-2015	BUDGET 2015-2016	ESTIMATED 2015-2016	BUDGET 2016-2017
BEGINNING FUND BALANCE	\$ 114,512	\$ 249,283	\$ 249,283	\$ 273,473
REVENUES				
Tax Revenue	258,121	230,000	272,690	272,690
TOTAL REVENUES	258,121	230,000	272,690	272,690
OTHER FINANCING SOURCES				
Transfers in	-	-	-	-
TOTAL OTHER FINANCING SOURCES	-	-	-	-
TOTAL RESOURCES AVAILABLE	372,633	479,283	521,973	546,163
EXPENDITURES				
Personnel Services	123,350	248,500	248,500	271,571
Supplies	-	-	-	-
Contractual Services	-	-	-	-
Capital Outlay	-	-	-	-
TOTAL EXPENDITURES	123,350	248,500	248,500	271,571
TOTAL EXPENDITURES & OTHER USES	123,350	248,500	248,500	271,571
ENDING FUND BALANCE	\$ 249,283	\$ 230,783	\$ 273,473	\$ 274,592

CRIME CONTROL AND PREVENTION DISTRICT

	ACTUAL	BUDGET	ESTIMATED	BUDGET
EXPENDITURES	2014-2015	2015-2016	2015-2016	2016-2017
Personnel Services	\$ 123,350	\$ 248,500	\$ 248,500	\$ 271,571
Supplies	-	-	-	-
Contractual Services	-	-	-	-
Capital Outlay	-	-	-	-
TOTAL Department Budget	\$ 123,350	\$ 248,500	\$ 248,500	\$ 271,571

	BUDGET	BUDGET	BUDGET	BUDGET
STAFFING	2013-2014	2014-2015	2015-2016	2016-2017
Assistant Police Chief	0.00	0.00	1.00	1.00
Crime Prevention Officer	0.00	1.00	0.00	0.00
Police Officer	0.00	1.00	2.00	2.00
TOTAL	0.00	2.00	3.00	3.00

BUILDING SECURITY FUND

FUND DESCRIPTION AND MISSION

This fund is used to account for security fee proceeds received through Municipal Court operations. Security fee proceeds can only be used to finance the direct cost of personnel services, supplies, contractual services, and capital outlay items directly related to building security.

Art. 102.017 of the Texas Code of Criminal Procedure allows a municipality to create a municipal court building security fund and require a defendant convicted of a misdemeanor offense in municipal court to pay a \$3 security fee as a cost of court. This fee must be deposited in a fund known as the Municipal Court Building Security Fund. These funds may only be used for security personnel, services, and items related to buildings that house the operations of municipal courts. "Security personnel, services and items" include:

- X-ray machines;
- Handheld metal detectors;
- Identification cards and systems;
- Electronic locking and surveillance equipment;
- Video teleconferencing systems, personnel, signage, confiscated weapon inventory and tracking systems;
- Locks, chains, alarms, or similar security devices including bullet-proof glass;
- Continuing education on security issues for court or security personnel; and
- Warrant officers and related equipment.

**BUILDING SECURITY FUND
SUMMARY OF REVENUES AND EXPENDITURES**

	ACTUAL	BUDGET	ESTIMATED	BUDGET
	2014-2015	2015-2016	2015-2016	2016-2017
BEGINNING FUND BALANCE	\$ 4,766	\$ 1,482	\$ 1,482	\$ 3,782
REVENUES				
Building Security Fees	7,940	7,600	9,500	9,500
TOTAL REVENUES	7,940	7,600	9,500	9,500
OTHER FINANCING SOURCES				
Transfers in	10,000	17,000	17,000	-
TOTAL OTHER FINANCING SOURCES	10,000	17,000	17,000	-
TOTAL RESOURCES AVAILABLE	22,706	26,082	27,982	13,282
EXPENDITURES				
Personnel Services	21,224	24,200	24,200	12,920
Supplies	-	-	-	-
Contractual Services	-	-	-	-
Capital Outlay	-	-	-	-
TOTAL EXPENDITURES	21,224	24,200	24,200	12,920
TOTAL EXPENDITURES & OTHER USES	21,224	24,200	24,200	12,920
ENDING FUND BALANCE	\$ 1,482	\$ 1,882	\$ 3,782	\$ 362

BUILDING SECURITY FUND

	ACTUAL	BUDGET	ESTIMATED	BUDGET
EXPENDITURES	2014-2015	2015-2016	2015-2016	2016-2017
Personnel Services	\$ 21,224	\$ 24,200	\$ 24,200	\$ 12,920
Supplies	-	-	-	-
Contractual Services	-	-	-	-
Capital Outlay	-	-	-	-
TOTAL Department Budget	\$ 21,224	\$ 24,200	\$ 24,200	\$ 12,920

	BUDGET	BUDGET	BUDGET	BUDGET
STAFFING	2013-2014	2014-2015	2015-2016	2016-2017
Officer	0.32	0.32	0.32	0.32
TOTAL	0.50	0.32	0.32	0.32

CHILD SAFETY

FUND DESCRIPTION AND MISSION

The Child Safety Fund Program provides school crossing guards to assist children in crossing safely on our busy streets.

CHILD SAFETY FUND
SUMMARY OF REVENUES, EXPENSES
AND CHANGES IN RETAINED EARNINGS

	ACTUAL	BUDGET	ESTIMATED	BUDGET
	2014-2015	2015-2016	2015-2016	2016-2017
BEGINNING FUND BALANCE	\$ 12,654	\$ 12,654	\$ 12,566	\$ 11,352
REVENUES				
Child Safety Fees	13,621	12,000	13,500	13,500
TOTAL REVENUES	13,621	12,000	13,500	13,500
OTHER FINANCING SOURCES				
Transfers In	-	-	-	-
TOTAL OTHER FINANCING SOURCES	-	-	-	-
TOTAL RESOURCES AVAILABLE	26,275	24,654	26,066	24,852
EXPENDITURES				
Personnel Services	13,709	14,714	14,714	14,714
Supplies	-	-	-	-
Contractual Services	-	-	-	-
Capital Outlay	-	-	-	-
TOTAL EXPENDITURES	13,709	14,714	14,714	14,714
TOTAL EXPENDITURES & OTHER USES	13,709	14,714	14,714	14,714
ENDING FUND BALANCE	\$ 12,566	\$ 9,940	\$ 11,352	\$ 10,138

SCHOOL CROSSING GUARDS**CHILD SAFETY FUND**

	ACTUAL	BUDGET	ESTIMATED	BUDGET
EXPENDITURES	2014-2015	2015-2016	2015-2016	2016-2017
Personnel Services	\$ 13,709	\$ 14,714	\$ 14,714	\$ 14,714
Supplies	-	-	-	-
Contractual Services	-	-	-	-
Capital Outlay	-	-	-	-
TOTAL Department Budget	\$ 13,709	\$ 14,714	\$ 14,714	\$ 14,714

		BUDGET	BUDGET	BUDGET	BUDGET
STAFFING	GRADE	2013-2014	2014-2015	2015-2016	2016-2017
School Crossing Guards	^	0.7	0.7	0.7	0.7
TOTAL		0.7	0.7	0.7	0.7

FOOTNOTE: ^ - Part-Time Personnel

COURT TECHNOLOGY

FUND DESCRIPTION AND MISSION

To enhance technology within the Municipal Court system.

Art. 102.0172 of the Texas Code of Criminal Procedure allows a municipality to require a defendant convicted of a misdemeanor offense in municipal court to pay a technology fee not to exceed \$4 as a cost of court. This fund may be used only to finance the purchase of or to maintain technological enhancements for a municipal court, including:

- Computer systems;
- Computer networks;
- Computer hardware;
- Computer software;
- Imaging systems;
- Electronic kiosks;
- Electronic ticket writers; and
- Docket management systems.

**MUNICIPAL COURT TECHNOLOGY FUND
SUMMARY OF REVENUES AND EXPENDITURES**

	ACTUAL	BUDGET	ESTIMATED	BUDGET
	2014-2015	2015-2016	2015-2016	2016-2017
BEGINNING FUND BALANCE	\$ 42,500	\$ 5,808	\$ 5,808	\$ 5,308
REVENUES				
Court Technology Fees	10,572	9,500	11,000	11,000
TOTAL REVENUES	10,572	9,500	11,000	11,000
TOTAL RESOURCES AVAILABLE	53,072	15,308	16,808	16,308
EXPENDITURES				
Personnel Services	-	-	-	-
Supplies	1,500	-	-	-
Contractual Services	15,764	11,500	11,500	16,308
Capital Outlay	-	-	-	-
TOTAL EXPENDITURES	17,264	11,500	11,500	16,308
OTHER FINANCING USES				
Transfers Out	30,000	-	-	-
TOTAL OTHER FINANCING USES	30,000	-	-	-
TOTAL EXPENDITURES & OTHER USES	47,264	11,500	11,500	16,308
ENDING FUND BALANCE	\$ 5,808	\$ 3,808	\$ 5,308	\$ 0

MUNICIPAL COURT TECHNOLOGY FUND

	ACTUAL	BUDGET	ESTIMATED	BUDGET
EXPENDITURES	2014-2015	2015-2016	2015-2016	2016-2017
Personnel Services	\$ -	\$ -	\$ -	\$ -
Supplies	1,500	-	-	-
Contractual Services	15,764	11,500	11,500	16,308
Capital Outlay	-	-	-	-
TOTAL Department Budget	\$ 17,264	\$ 11,500	\$ 11,500	\$ 16,308

		BUDGET	BUDGET	BUDGET	BUDGET
STAFFING	GRADE	2013-2014	2014-2015	2015-2016	2016-2017
		0.00	0.00	0.00	0.00
TOTAL		0.00	0.00	0.00	0.00

DEBT SERVICE FUND

FUND DESCRIPTION AND MISSION

The Debt Service Fund is used to account for the accumulation of resources for and the payment of principal and interest on general long-term debt of the City other than revenue bonds. An ad valorem property tax rate is calculated by the City annually. Property taxes are levied on January 1 each year on all taxable property within the City. The taxes become payable on October 1 following the levy date and delinquent on February 1 of the subsequent year. The annual tax levy must be sufficient in amount to meet current year debt payment requirements.

OUTSTANDING DEBT

Issue	Outstanding as of 9/30	Purpose
2009 Refunding Bonds	\$945,000	Refunded the 1998 Certificates of Obligation that were originally issued to fund capital Improvements and equipment.
2009 PPFCO	\$825,000	Funds the purchase a fire a ladder truck.
2012 GO Bonds	\$6,795,000	Funds police, fire and administration complex Construction and renovations.
2016 Certificates of Obligation	\$1,970,000	Funds utility projects.

Issue	Maturity Date
2009 Refunding Bonds	08/01/2018
2009 PPFCO	8/1/2029/
2012 GO Bonds	08/01/2032
2016 Certificates of Obligation	08/01/2046

DEBT SERVICE FUND
SUMMARY OF REVENUES AND EXPENDITURES

	ACTUAL 2014-2015	BUDGET 2015-2016	ESTIMATED 2015-2016	BUDGET 2016-2017
BEGINNING FUND BALANCE	\$ 256,246	\$ 286,736	\$ 286,736	\$ 303,525
REVENUES				
Ad Valorem Taxes	708,686	683,397	697,410	681,756
Principal Income	-	-	-	-
Interest Income	-	-	-	-
TOTAL REVENUES	708,686	683,397	697,410	681,756
OTHER FINANCING SOURCES				
Transfers In	-	-	-	107,141
TOTAL OTHER FINANCING SOURCES	-	-	-	107,141
TOTAL RESOURCES AVAILABLE	964,932	970,133	984,146	1,092,422
EXPENDITURES				
Bond Principal	430,000	445,000	445,000	480,000
Interest	245,946	233,371	233,371	305,897
Fees	2,250	2,250	2,250	3,000
TOTAL EXPENDITURES	678,196	680,621	680,621	788,897
OTHER FINANCING SOURCES (USES)				
Bond Refunding	-	-	-	-
Residual Equity Transfer	-	-	-	-
TOTAL OTHER FINANCING SOURCES (USES)	-	-	-	-
TOTAL EXPENDITURES AND OTHER USES	678,196	680,621	680,621	788,897
ENDING FUND BALANCE	\$ 286,736	\$ 289,512	\$ 303,525	\$ 303,525

DEBT SERVICE FUND
SUMMARY OF REVENUES AND EXPENDITURES
SCHEDULE OF REVENUES BY SOURCE

	ACTUAL	BUDGET	ESTIMATED	BUDGET
	2014-2015	2015-2016	2015-2016	2016-2017
Ad Valorem Taxes				
Current	\$ 695,043	\$ 678,197	\$ 693,110	\$ 677,456
Delinquent	10,059	2,000	2,000	2,000
Penalty and Interest	3,584	3,200	2,300	2,300
Total Ad Valorem Taxes	\$ 708,686	\$ 683,397	\$ 697,410	\$ 681,756
TOTAL REVENUES	\$ 708,686	\$ 683,397	\$ 697,410	\$ 681,756

COMMUNITY CENTER FUND

The Community Center Fund is comprised of the operations of two multipurpose centers: the Community Center, and the Conference Center. These Centers are rented to the general public for a fee, and are also used for City sponsored events. The rental revenues off-set operational expenses and a portion of the revenue are also retained for the long term maintenance of the facilities. The Hotel tax revenue fund also supports the Centers' operations.

The Centers are versatile facilities in a park-like setting, and are used for a variety of activities such as civic, private and social functions. The Conference Center was designed specifically for business conferences and events, but is versatile enough to accommodate social events as well. The Conference Center is designed for events up to 150 people, and the Community Center can accommodate up to 300 people. The Centers are also used to host the City's civic events.

The mission of the Leon Valley Community and Conference Centers is to provide a multipurpose venue for area community groups such as senior citizens, civic organizations and others, and to attract clients on a fee basis for use of the facilities for various events such as weddings, graduations, reunions, and special events.

PROGRAM NARRATIVE

- Maximized facility efficiency, cleanliness and maintenance for safety purposes, and for the enhancement of the clients' rental experience.
- New Stove and ice maker installed in the kitchen at the Community Center.
- New portable stage purchased for the Community Center.
- Continued contract services for advertisement of the Community and Conference Centers through a virtual online tour.

Objectives for FY 2016-2017:

- Develop new marketing strategies to generate more revenues.
- Investigate an enterprise-based program for booking and reserving the facilities.
- New durable doors.

**COMMUNITY CENTER FUND
SUMMARY OF REVENUES AND EXPENDITURES**

	ACTUAL 2014-2015	BUDGET 2015-2016	ESTIMATED 2015-2016	BUDGET 2016-2017
BEGINNING FUND BALANCE	\$ 106,137	\$ 111,437	\$ 111,437	\$ 53,557
REVENUES				
Hotel/Motel Taxes	95,573	95,000	88,000	88,000
Rental Fees	86,661	90,000	52,320	81,000
TOTAL REVENUES	182,234	185,000	140,320	169,000
OTHER FINANCING SOURCES				
Fund Balance	-	-	-	-
Other-CDBG Grant Reimbursement	-	-	-	-
TOTAL OTHER FINANCING SOURCES	-	-	-	-
TOTAL RESOURCES AVAILABLE	288,371	296,437	251,757	222,557
EXPENDITURES				
Personnel Services	92,562	96,798	96,798	99,517
Supplies	5,794	32,400	32,400	6,800
Contractual Services	58,578	58,058	58,058	51,680
Capital Outlay	-	10,944	10,944	11,500
TOTAL EXPENDITURES	156,934	198,200	198,200	169,497
OTHER FINANCING USES				
Transfers Out	20,000	-	-	-
TOTAL OTHER FINANCING USES	20,000	-	-	-
TOTAL EXPENDITURES AND OTHER USES	176,934	198,200	198,200	169,497
ENDING FUND BALANCE	\$ 111,437	\$ 98,237	\$ 53,557	\$ 53,060

COMMUNITY CENTER FUND

	ACTUAL	BUDGET	ESTIMATED	BUDGET
EXPENDITURES	2014-2015	2015-2016	2015-2016	2016-2017
Personnel Services	\$ 92,562	\$ 96,798	\$ 96,798	\$ 99,517
Supplies	5,794	32,400	32,400	6,800
Contractual Services	58,578	58,058	58,058	51,680
Capital Outlay	-	10,944	10,944	11,500
TOTAL Department Budget	\$ 156,934	\$ 198,200	\$ 198,200	\$ 169,497

	BUDGET	BUDGET	BUDGET	BUDGET
STAFFING	2013-2014	2014-2015	2015-2016	2016-2017
Community Development Director	0.20	0.20	0.20	0.20
Administrative Assistant	1.20	1.20	1.20	1.20
Events Coordinator	0.00	0.00	0.00	0.00
Laborer III	0.20	0.20	0.20	0.20
TOTAL	1.60	1.60	1.60	1.60

STREET MAINTENANCE TAX

FUND DESCRIPTION AND MISSION

The City held an election on November 6, 2007 under Chapter 327 of the Texas Tax Code to adopt an additional 1/4% city sales and use tax for Municipal Street Maintenance. The tax was re-authorized on November 8, 2011. State law requires the creation of a separate fund for these funds.

The sales tax may be used only to maintain and repair municipal streets that existed on the date of the election to adopt the tax.

STREET MAINTENANCE TAX FUND
SUMMARY OF REVENUES AND EXPENDITURES

	ACTUAL	BUDGET	ESTIMATED	BUDGET
	2014-2015	2015-2016	2015-2016	2016-2017
BEGINNING FUND BALANCE	\$ 1,017,086	\$ 646,873	\$ 646,873	\$ 618,705
REVENUES				
Sales Tax	549,731	549,416	562,818	562,818
Interest	354	-	500	500
Via Reimbursement	170,747	60,000	208,514	60,000
TOTAL REVENUES	720,832	609,416	771,832	623,318
TOTAL RESOURCES AVAILABLE	1,737,918	1,256,289	1,418,705	1,242,023
EXPENDITURES				
Personnel Services	-	-	-	-
Supplies	-	-	-	-
Contractual Services	1,091,045	1,284,918	800,000	1,242,023
Capital Outlay	-	-	-	-
TOTAL EXPENDITURES	1,091,045	1,284,918	800,000	1,242,023
OTHER FINANCING SOURCES(USES)				
Transfer in	-	-	-	-
Transfer out	-	-	-	-
TOTAL OTHER FINANCING SOURCES (USES)	-	-	-	-
ENDING FUND BALANCE	\$ 646,873	\$ (28,629)	\$ 618,705	\$ 0

POLICE FORFEITURE FUND

FUND DESCRIPTION AND MISSION

This fund is used to account for proceeds of criminal asset forfeitures. State law requires the creation of a separate fund for these assets. Forfeiture funds can only be used for law enforcement purposes.

**POLICE FORFEITURE TRUST FUND
SUMMARY OF REVENUES AND EXPENDITURES**

	ACTUAL	BUDGET	ESTIMATED	BUDGET
	2014-2015	2015-2016	2015-2016	2016-2017
BEGINNING FUND BALANCE	\$ 266,830	\$ 340,978	\$ 340,978	\$ 182,411
REVENUES				
Seizures	231,910	-	60,000	-
Interest/Miscellaneous	122	-	-	-
TOTAL REVENUES	232,032	-	60,000	-
TOTAL RESOURCES AVAILABLE	498,862	340,978	400,978	182,411
EXPENDITURES				
Personnel Services	614	1,000	1,000	-
Supplies	83,039	77,467	77,467	-
Contractual Services	24,232	-	-	55,411
Capital Outlay	-	140,100	140,100	19,905
TOTAL EXPENDITURES	107,884	218,567	218,567	75,316
OTHER FINANCING USES				
Transfers Out	50,000	-	-	-
TOTAL OTHER FINANCING USES	50,000	-	-	-
TOTAL EXPENDITURES AND OTHER USES	157,884	218,567	218,567	75,316
ENDING FUND BALANCE	\$ 340,978	\$ 122,411	\$ 182,411	\$ 107,095

STATE**POLICE FORFEITURE TRUST FUND**

	ACTUAL	BUDGET	ESTIMATED	BUDGET
EXPENDITURES	2014-2015	2015-2016	2015-2016	2016-2017
Personnel Services	\$ -	\$ -	\$ -	\$ -
Supplies	-	10,800	10,800	-
Contractual Services	-	-	-	-
Capital Outlay	-	-	-	-
TOTAL Department Budget	\$ -	\$ 10,800	\$ 10,800	\$ -

		BUDGET	BUDGET	BUDGET	BUDGET
STAFFING	GRADE	2013-2014	2014-2015	2015-2016	2016-2017
		0.0	0.0	0.0	0.0
TOTAL		0.0	0.0	0.0	0.0

FEDERAL**POLICE FORFEITURE TRUST FUND**

	ACTUAL	BUDGET	ESTIMATED	BUDGET
EXPENDITURES	2014-2015	2015-2016	2015-2016	2016-2017
Personnel Services	\$ 614	\$ 1,000	\$ 1,000	\$ -
Supplies	83,039	66,667	66,667	-
Contractual Services	24,232	-	-	55,411
Capital Outlay	-	140,100	140,100	19,905
TOTAL Department Budget	\$ 107,884	\$ 207,767	\$ 207,767	\$ 75,316

		BUDGET	BUDGET	BUDGET	BUDGET
STAFFING	GRADE	2013-2014	2014-2015	2015-2016	2016-2017
		0.0	0.0	0.0	0.0
TOTAL		0.0	0.0	0.0	0.0

GENERAL AND ADMINISTRATIVE**WATER AND SEWER FUND**

	ACTUAL	BUDGET	ESTIMATED	BUDGET
EXPENSES	2014-2015	2015-2016	2015-2016	2016-2017
Personnel Services	\$ 555,466	\$ 587,044	\$ 587,044	\$ 670,463
Supplies	13,640	30,150	30,150	30,150
Contractual Services	100,247	81,752	81,752	68,592
Capital Outlay	-	-	-	-
TOTAL Department Budget	\$ 669,353	\$ 698,946	\$ 698,946	\$ 769,205

	BUDGET	BUDGET	BUDGET	BUDGET
STAFFING	2013-2014	2014-2015	2015-2016	2016-2017
Director of Public Works	0.50	0.50	0.50	0.50
Assist. Director of Public Wks	0.00	0.50	0.50	0.50
Projects Manager	0.50	0.00	0.00	0.00
Administrative Assistant	0.50	0.00	0.00	0.00
City Manager	0.45	0.45	0.45	0.45
City Secretary	0.50	0.50	0.50	0.50
HR Director/ACM	0.45	0.45	0.45	0.45
Finance Director	0.45	0.45	0.45	0.45
Assistant Finance Director	0.45	0.45	0.45	0.45
Purchasing Agent	0.45	0.45	0.45	0.45
Account Payable/Payroll Clerk	0.45	0.45	0.45	0.45
Senior Court Clerk	0.45	0.45	0.45	0.45
Assistant Senior Court Clerk	0.45	0.45	0.45	0.45
Deputy Court Clerk	1.45	1.45	1.45	1.00
Executive Assistant to CM	0.50	0.50	0.50	0.50
Receptionist	0.50	0.50	0.50	0.50
IT Specialist	0.00	0.50	0.50	0.50
TOTAL	8.05	8.05	8.05	7.60

FOOTNOTE: @ - Capital outlay is reflected on the fund statement as a use of working capital rather than as an expense.

DEPARTMENT DESCRIPTION AND MISSION

This department provides 24 hour support for operations and maintenance of the Leon Valley public water supply and distribution system. The mission is to deliver adequate supplies of potable water to approximately 2,500 customers in accordance with Texas Commission on Environmental Quality (TCEQ) and State Fire Insurance Commission regulations. Included is the maintenance of records, reports and support for the water system, and support for the billing department in the reading of meters, customer actions, and new meter installations. Repair of fire hydrants is coordinated with the Fire Department. The Department conducts meter repair and replacement and leak detection programs. The department is also responsible for finding and correcting unaccounted water loss. Leak detection and repair are ongoing functions. Personnel are also involved in Edwards Aquifer Authority (EAA) critical period management plan operations.

PROGRAM NARRATIVE**Accomplishments for FY 2015-2016:**

- Replaced and installed new fire hydrants in Canterfield and Linkwood subdivisions.
- Installed new meters to upgraded touch read meters under the meter replacement program.
- Installed replacement water lines and curb stops as needed.
- Installed new "quick connect" fire hydrants and replaced old hydrants.
- Installed new water and sewer service connections for infill housing development, and commercial development.
- Maintained three elevated storage tanks and one groundwater storage tank.
- Tested backflow protection device for Recycled Water System.
- Maintained the Grass Hill and Huebner Chlorine control systems.
- Conducted annual TCEQ tank inspection.
- Complied with TCEQ, EPA and the San Antonio Health District by providing proper water samples for analysis.
- Repaired leaks under driveways, sidewalks, etc. and replaced materials as needed.

WATER

ENTERPRISE FUND

- Updated water and sewer maps.
- Worked with the EAA and completed a leak detection survey of entire water system. Repaired water mains, service lines, meters and fire hydrants associated with these leaks.
- Prepared capital Improvements Plan (CIP) for installation of two new water wells, SAWS interconnection, rehabilitation of elevated and above ground storage tanks, and replacement of water and sewer mains.
- Conducted water and sewer cost of service and rate study to plan for funding of CIP.
- Increased water and sewer rates to fund CIP.

Objectives for FY 2016-2017:

- Maintain and conduct an annual inspection of the three elevated and one ground storage tanks.
- Fund construction of two new water wells and SAWS interconnection at the Grass Hill station, and begin construction.
- Continue the water meter repair/replacement program.
- Identify and install looped water main lines to remove dead ends.
- Replace fire hydrants as needed with newer "quick-connect" type hydrants.
- Install replacement meters to upgraded touch read meters for meter replacement program.
- Install replacement water lines as needed.
- Identify two priority areas to replace older water mains and replace with C-900 pipe.
- Install replacement curb stops.
- Test backflow protection device for Recycled Water System.
- Maintain the Grass Hill and Huebner Chlorine control system.
- Conduct annual TCEQ tank inspection.
- Conduct water sampling for analysis per the TCEQ. Perform all required reporting.
- Repair any reported leaks under driveways, sidewalks, etc. and replace materials as needed.
- Identify water and sewer mains and rank for replacement
- Replace Canterfield and Sun Valley subdivision fire hydrants and add cut off valve.

WATER SYSTEM**WATER AND SEWER FUND**

	ACTUAL	BUDGET	ESTIMATED	BUDGET
EXPENDITURES	2014-2015	2015-2016	2015-2016	2016-2017
Personnel Services	\$ 326,738	\$ 356,857	\$ 356,857	\$ 373,349
Supplies	75,668	79,000	79,000	79,000
Contractual Services	508,853	745,880	745,880	536,255
Capital Outlay	-	63,500	63,500	183,000
TOTAL Department Budget	\$ 911,259	\$ 1,245,237	\$ 1,245,237	\$ 1,171,604

	BUDGET	BUDGET	BUDGET	BUDGET
STAFFING	2013-2014	2014-2015	2015-2016	2016-2017
Water Foreman	0.80	0.80	0.80	0.80
Construction Foreman	0.20	0.20	0.20	0.20
Shop Foreman	0.20	0.20	0.20	0.20
Crew Leader	1.00	1.00	1.00	1.00
Utility Billings Clerk	0.78	0.78	0.78	0.78
Laborer IV	0.60	0.60	0.60	0.60
Mechanic	0.20	0.20	0.20	0.20
Utility Maintenance	1.60	1.60	1.60	1.60
TOTAL	5.38	5.38	5.38	5.38

DEPARTMENT DESCRIPTION AND MISSION

This department provides 24 hour personnel for operations and maintenance of the sanitary sewer collection system. Included in their responsibilities is the reconstruction of existing sewer mains and services, preparation of required reports, development of long range plans for system replacements, supervision of new construction by developers, support of Finance Department billing operations, clearance of sewer blockages, sewer main cleaning, and providing support of other utility operations.

PROGRAM NARRATIVE**Accomplishments for FY 2015-2016:**

- Performed sewer camera video and sewer jet machine to clear mains and lines.
- Maintained sewer mains and lines.
- Videotaped the Grass Hill sewer lines and worked with City Engineer to develop the Grass Hill Sewer Improvement Project. Bid package completed and construction started.
- Conducted annual sewer line cleaning program.
- Conducted the low-flow toilet replacement program.
- Assisted public with sewer locates.

Objectives for FY 2016-2017:

- Televisive video of sewer mains; commercial and residential.
- Run sewer camera for video and sewer jet machine to clear lines.
- Maintain sewer lines, point repairs, line replacements and install clean outs.
- Continue GPS mapping of sewer manholes.
- Replace damaged sewer mains, identified from videotaped footage.
- Continue the low-flow toilet replacement program.

SEWER SYSTEM**WATER AND SEWER FUND**

	ACTUAL	BUDGET	ESTIMATED	BUDGET
EXPENSES	2014-2015	2015-2016	2015-2016	2016-2017
Personnel Services	\$ 125,123	\$ 135,638	\$ 135,638	\$ 142,341
Supplies	6,598	4,700	4,700	3,100
Contractual Services	1,262,591	1,451,321	1,451,321	1,528,473
Capital Outlay	-	206,000	206,000	13,000
TOTAL Department Budget	\$ 1,394,312	\$ 1,797,659	\$ 1,797,659	\$ 1,686,914

	BUDGET	BUDGET	BUDGET	BUDGET
STAFFING	2013-2014	2014-2015	2015-2016	2016-2017
Water Foreman	0.20	0.20	0.20	0.20
Construction Foreman	0.20	0.20	0.20	0.20
Crew Leader	0.40	0.40	0.40	0.40
Laborer IV	0.60	0.60	0.60	0.60
Utility Billings Clerk	0.12	0.12	0.12	0.12
Utility Maintenance	0.40	0.40	0.40	0.40
TOTAL	1.92	1.92	1.92	1.92

FOOTNOTE: @ - Capital outlay is reflected on the fund statement as a use of working capital rather than as an expense.

DEPARTMENT DESCRIPTION AND MISSION

The goal of this program is to reduce the discharge of pollutants to the maximum extent practicable, to protect water quality, and to satisfy the appropriate requirements of the Texas Commission on Environmental Quality (TCEQ) Phase II program under the provisions of Section 402 of the Clean Water Act (CWA) and Chapter 26 of the Texas Water Code (TWC). The program also identifies Leon Valley's legal authority to implement the general permit.

This program describes the manner in which the permit will be administered and provides the basis for the city's development of a budget and fee collection system. The city's authority is explicitly stated in Chapter 30 of the Texas Administrative Code 205.5(a), and Section 26.040 of the Texas Water Code for the Texas Storm Water Discharges from Small MS4s – TCEQ Docket No. 2006-0428-WO TPDES General Permit To Discharge Under the Texas Pollutant Discharge Elimination System TXR040000.

PROGRAM NARRATIVE**Accomplishments for FY 2015-2016:**

- Developed a mapping program system programming GPS coordinates.
- Received approval from TCEQ for MS4 Permit.
- Completed quarterly street sweeping program.
- Identified construction activity for proper storm water runoff control.
- Participate in educational activities such as Earthwise Living Day and 2016 Basura Bash, with coordination of volunteers and cleanup day efforts.
- Installed medallions on storm drain inlets.
- Developed maintenance program for public parking areas.
- Mowed and cleaned debris from Zarzamora and Huebner Creeks.
- Mowed and maintained storm drain inlet/outlets.
- Completed construction of detention pond behind 6320 Bandera.
- Provided staff support to Stormwater Committee.
- Developed Stormwater City-Wide Master Drainage Plan.
- Performed engineering studies at various areas identified as flood/drainage concerns.

Objectives for FY 2016-2017:

- Continue mow and de-silting program for both creeks.

STORM WATER**ENTERPRISE FUND**

- Implement maintenance program for public parking areas.
- Develop plan for city-wide flood/drainage remediation projects
- Continue inspections of construction activity to ensure Best Management Practices.
- Complete annual report for MS4 Permit.
- Participate in the 2017 Basura Bash.
- Budget for street sweeper, to move from contracting street sweeping to moving operations in house.
- Conduct Stormwater public education.
- Continue maintenance of storm drains.
- Perform flood/drainage remediation at identified areas as per the Master Drainage Plan of the City
- Mow and maintain storm drain inlet/outlets.
- Install medallions on remaining/new storm drain inlets.
- Continue to provide staff support to Stormwater Committee.

STORM WATER**WATER AND SEWER FUND**

	ACTUAL	BUDGET	ESTIMATED	BUDGET
EXPENSES	2014-2015	2015-2016	2015-2016	2016-2017
Personnel Services	\$ 133,166	\$ 143,573	\$ 143,573	\$ 142,245
Supplies	21,177	21,000	21,000	19,000
Contractual Services	183,305	289,127	289,127	454,800
Capital Outlay	-	463,500	463,500	-
TOTAL Department Budget	\$ 337,648	\$ 917,200	\$ 917,200	\$ 616,045

	BUDGET	BUDGET	BUDGET	BUDGET
STAFFING	2013-2014	2014-2015	2015-2016	2016-2017
City Manager	0.05	0.05	0.05	0.05
HR Director/ACM	0.05	0.05	0.05	0.05
Finance Director	0.05	0.05	0.05	0.05
Assistant Finance Director	0.05	0.05	0.05	0.05
Purchasing Agent	0.05	0.05	0.05	0.05
Account Payable/Payroll Clerk	0.05	0.05	0.05	0.05
Deputy Court Clerk	0.05	0.05	0.05	0.00
Director of Public Works	0.10	0.10	0.10	0.10
Projects Manager	0.10	0.00	0.00	0.00
Assist. Director of Public Wks	0.00	0.10	0.10	0.10
Administrative Assistant	0.10	0.00	0.00	0.00
Billing Clerk	0.10	0.10	0.10	0.10
Storm Water Clerk	1.00	0.00	0.00	0.00
Code Enforcement	0.10	0.10	0.10	0.10
Construction Foreman	0.10	0.10	0.10	0.10
Building Operation Foreman	0.10	0.10	0.10	0.00
Crew Leader	0.30	0.30	0.30	0.30
Laborer IV	0.30	0.30	0.30	0.30
Laborer III	0.60	0.60	0.60	0.60
Laborer I	0.10	0.10	0.10	0.10
TOTAL	3.35	2.25	2.25	2.10

FOOTNOTE: @ - Capital outlay is reflected on the fund statement as a use of working capital rather than as an expense.

GRANT FUND

FUND NARRATIVE

This fund is used to account for the expenditures of grant monies received for specific programs.

GRANT FUND
SUMMARY OF REVENUES AND EXPENDITURES

	ACTUAL	BUDGET	ESTIMATED	BUDGET
	2014-2015	2015-2016	2015-2016	2016-2017
BEGINNING FUND BALANCE	\$ -	\$ 522	\$ 522	\$ 585
REVENUES				
Grants	3,270	2,781	2,844	2,924
TOTAL REVENUES	3,270	2,781	2,844	2,924
TOTAL RESOURCES AVAILABLE	3,270	3,303	3,366	3,509
EXPENDITURES				
Personnel Services	-	-	-	-
Supplies	-	-	-	-
Contractual Services	2,748	2,781	2,781	2,924
Capital Outlay	-	-	-	-
TOTAL EXPENDITURES	2,748	2,781	2,781	2,924
ENDING FUND BALANCE	\$ 522	\$ 522	\$ 585	\$ 585

Business Office

<i>Item</i>	<i>Acquisition Date</i>	<i>Purchase Type</i>	<i>FY 16-17</i>	<i>FY 17-18</i>	<i>FY 18-19</i>	<i>FY 19-20</i>	<i>FY 20-21</i>	<i>Non Funded</i>
Single pocket currency discriminators (2)	New	New	4,000					
Cameras for City Hall (Phase 1, 2)	New	New	7,980					
TOTAL BUSINESS OFFICE			\$ 11,980	\$ -	\$ -	\$ -	\$ -	\$ -

<i>Item</i>	<i>Acquisition Date</i>	<i>Purchase Type</i>	<i>FY 21-22</i>	<i>FY 22-23</i>	<i>FY 23-24</i>	<i>FY 24-25</i>	<i>FY 24-25</i>	<i>Non Funded</i>
TOTAL BUSINESS OFFICE			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

City of Leon Valley
Business Office
Request for Capital
Fiscal Year 2017

Item Description:

Semacon S-2200 Bank Grade Single Pocket Currency Discriminator with SmartFeed technology for maximum accuracy.

Description of Benefit from Purchase in Improved Service or Lower Cost:

Business staff requests a cash counting machine that can accept any value of bill in one submitted stack. We found quotes on this machine to range from \$1,700-\$2,100 with a 1 year warranty. It is the same machine used by bank clerks. Clerks spend 1.2 hours per day reconciling. The total cost value to perform this function is \$155 per week. Out of the 1.2 hours, 50% of their time is spent counting cash. The total cost value to perform this function is \$77.20 per week. Clerks estimate that the cash counting machine will reduce the reconciling time by a minimum of 20 minutes per day and provide additional time to perform other customer service functions. We estimate that one machine will pay for itself in 4 months.

NUMBER OF ITEMS	2
COST PER ITEM	\$2,000
ADDITIONAL COST PER ITEM	-
TOTAL	<u><u>\$4,000</u></u>

**City of Leon Valley
Business Office
Request for Capital
Fiscal Year 2017**

Item Description:

Security Cameras and Labor to place in the court and lobby area.

Description of Benefit from Purchase in Improved Service or Lower Cost:

Security Cameras provide added security for the court and administrative staff that are the first people introduced to the general public. The cameras will have audio, which will allow the city to monitor customer service and staff interactions. Provide an additional layer of checks and balances with the incoming cash.

NUMBER OF ITEMS	1
COST PER ITEM	7,980
ADDITIONAL COST PER ITEM	-
TOTAL	<u><u>\$7,980</u></u>

Finance Department

<i>Item</i>	<i>Acquisition Date</i>	<i>Purchase Type</i>	<i>FY 16-17</i>	<i>FY 17-18</i>	<i>FY 18-19</i>	<i>FY 19-20</i>	<i>FY 20-21</i>	<i>Non Funded</i>
TOTAL FINANCE			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

<i>Item</i>	<i>Acquisition Date</i>	<i>Purchase Type</i>	<i>FY 21-22</i>	<i>FY 22-23</i>	<i>FY 23-24</i>	<i>FY 24-25</i>	<i>FY 24-25</i>	<i>Non Funded</i>
TOTAL FINANCE			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Manager and Council

<i>Item</i>	<i>Acquisition Date</i>	<i>Purchase Type</i>	<i>FY 16-17</i>	<i>FY 17-18</i>	<i>FY 18-19</i>	<i>FY 19-20</i>	<i>FY 20-21</i>	<i>Non Funded</i>
1) Paperless System/HR	2016	New	20,000					
2) Fitness Equipment	New	New	3,000					
3) Fencing for back parking lot	New	New	28,375					
Fitness Equipment	New	New		7,000				
Paperless System/Content Management				5,000				
Fitness Equipment					5,000			
TOTAL MANAGER AND COUNCIL			\$ 51,375	\$ 12,000	\$ 5,000	\$ -	\$ -	\$ -

<i>Item</i>	<i>Acquisition Date</i>	<i>Purchase Type</i>	<i>FY 21-22</i>	<i>FY 22-23</i>	<i>FY 23-24</i>	<i>FY 24-25</i>	<i>FY 24-25</i>	<i>Non Funded</i>
TOTAL MANAGER AND COUNCIL			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

**City of Leon Valley
Manager and Council
Request for Capital
Fiscal Year 2017**

Item Description:
Paperless System.

Description of Benefit from Purchase in Improved Service or Lower Cost:
To reduce the use and storage of paper in the Human Resource Department.

NUMBER OF ITEMS	1
COST PER ITEM	20,000
ADDITIONAL COST PER ITEM	-
TOTAL	<u><u>\$20,000</u></u>

**City of Leon Valley
Manager and Council
Request for Capital
Fiscal Year 2017**

Item Description:

Various fitness equipment for the new Fitness Center City Hall that will be utilized by employees.

Description of Benefit from Purchase in Improved Service or Lower Cost:

The City of Leon Valley has many positions that require a high level of physical fitness such as police, fire and public works crews. A fitness center will aid the City of Leon Valley by cultivating a culture of health for their employees while addressing medical expenses and utilization, absenteeism, presentism, employee recruitment and retention, and the creation of a positive municipal organizational image.

NUMBER OF ITEMS	Varies
COST PER ITEM	-
ADDITIONAL COST PER ITEM	-
TOTAL	<u><u>\$3,000</u></u>

**City of Leon Valley
Manager and Council
Request for Capital
Fiscal Year 2017**

Item Description:

Fencing for back parking lot.

Description of Benefit from Purchase in Improved Service or Lower Cost:

This was alternate #4 for the capital project and was for decorative metal fencing, gates, keypads and controllers.

NUMBER OF ITEMS	-
COST PER ITEM	-
ADDITIONAL COST PER ITEM	-
TOTAL	<u><u>\$28,375</u></u>

Police Department

<i>Item</i>	<i>Acquisition Date</i>	<i>Purchase Type</i>	<i>FY 16-17</i>	<i>FY 17-18</i>	<i>FY 18-19</i>	<i>FY 19-20</i>	<i>FY 20-21</i>	<i>Non Funded</i>
Mobile Data Terminals	2001	Replacement		7,000				
TOTAL POLICE			\$ -	\$ 7,000	\$ -	\$ -	\$ -	\$ -

<i>Item</i>	<i>Acquisition Date</i>	<i>Purchase Type</i>	<i>FY 21-22</i>	<i>FY 22-23</i>	<i>FY 23-24</i>	<i>FY 24-25</i>	<i>FY 24-25</i>	<i>Non Funded</i>
TOTAL POLICE			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Fire Department

Item	Acquisition Date	Purchase Type	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21	Non Funded
1) Bunker Gear	Variable	Replacement	6,390					
2) Flood Siren	New	New	11,000					
3) Hose, adapters & nozzles	Variable	Replacement	4,000					
Fire Station Fencing	New	New	17,500					
SCBA	Variable	Replacement		15,000				
Physio-Control 12 lead ECG Monitor	2008	Replacement		32,000				
Portable 800mhz Radios	None	New		130,000				
Ambulance	2004	Replacement			190,000			
SCBA	Variable	Replacement			15,000			
Flood Barrier Gates	Replacement	Replacement				197,000		
Rescue "Jaws" Tools	Variable	Replacement				25,000		
SCBA	Variable	Replacement				15,000		
Command Vehicle	2002	Replacement				32,000		
TOTAL FIRE DEPARTMENT			\$ 38,890	\$ 177,000	\$ 205,000	\$ 269,000	\$ -	\$ -

Item	Acquisition Date	Purchase Type	FY 21-22	FY 22-23	FY 23-24	FY 24-25	FY 24-25	Non Funded
2000 Pierce Ladder Truck	2000	Replacement	1,000,000					
SCBA Air Compressor	1991	Replacement	32,000					
SCBA	Variable	Replacement		20,000				
Stryker Electric Stretcher for EMS	2009	Replacement		25,000				
Asst. Chief pickup	2000	Replacement		38,000				
Ambulance	2008	Replacement			200,000			
SCBA	Variable	Replacement			20,000			
Physio-Control 12 lead ECG Monitor	Variable	Replacement				35,000		
SCBA	Variable	Replacement				20,000		
Inspector pickup	Variable	Replacement				38,000		
Mobile Data Technology	2013	Replacement					100,000	
Utility Terrain Vehicle (UTV)	New	New					12,000	
TOTAL FIRE DEPARTMENT			\$ 1,032,000	\$ 83,000	\$ 220,000	\$ 93,000	\$ 112,000	\$ -

**City of Leon Valley
Fire Department
Request for Capital
Fiscal Year 2017**

Item Description:
Replacement Firefighter Bunker Gear purchased in 2007.

Description of Benefit from Purchase in Improved Service or Lower Cost:
The firefighting bunker gear is the essential protective gear worn by firefighters in structural firefighting. The department has three sets of gear that are scheduled to end their 10 year service life and are in need of replacement.

NUMBER OF ITEMS	3
COST PER ITEM	2,130
ADDITIONAL COST PER ITEM	-
TOTAL	<u><u>\$6,390</u></u>

**City of Leon Valley
Fire Department
Request for Capital
Fiscal Year 2017**

Item Description:
Flood Notification Siren.

Description of Benefit from Purchase in Improved Service or Lower Cost:
The flood notification siren is needed to notify residents of impending flooding in areas that surround the park.
The 3-tone with voice siren would be placed at Public Works and be sounded by emergency personnel consistent and as directed by the City's Flood Emergency Response Plan.

NUMBER OF ITEMS	1
COST PER ITEM	11,000
ADDITIONAL COST PER ITEM	-
TOTAL	<u><u>\$11,000</u></u>

**City of Leon Valley
Fire Department
Request for Capital
Fiscal Year 2017**

Item Description:
Hose, Nozzles, Adapters.

Description of Benefit from Purchase in Improved Service or Lower Cost:
This annual capital expense is for replacement of fire hose, nozzles that must be replaced due to wear or testing failure.

NUMBER OF ITEMS	1
COST PER ITEM	4,000
ADDITIONAL COST PER ITEM	-
TOTAL	<u><u>\$4,000</u></u>

**City of Leon Valley
Fire Department
Request for Capital
Fiscal Year 2017**

Item Description:
Metal decorative fence and gates at new fire station.

Description of Benefit from Purchase in Improved Service or Lower Cost:
The metal decorative fence and gates are needed to complete the fencing at the new fire station.
The amount identified below includes only the metal between the existing rock pillars and slide gates across both drive entrances.

NUMBER OF ITEMS	1
COST PER ITEM	\$17,500
ADDITIONAL COST PER ITEM	-
TOTAL	<u>\$17,500</u>

Public Works

Item	Acquisition Date	Purchase Type	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21	Non Funded
1) Sidewalks	New	Replacement	145,000					
2) C-15 Paver Haul trailer	1997	Replacement	45,000					
3) C4 Roller	1992	Replacement	45,000					
4) Heated tack kettle	New	New	16,000					
C8 Dump truck	1989	Replacement		97,000				
Sidewalks	1960-1995	Replacement		125,000				
C2 Flatbed Water Truck 3/4 ton	1985	Replacement		70,000				
C14 Flatbed Truck 3/4 ton	1994	Replacement		45,000				
C7 Loader	1998	Replacement		100,000				
C9 Pro-Mixer Concrete Trailer	2009	Replacement		45,000				
M9 Case Mower Tractor	2003	Replacement		45,000				
Sidewalks	Replacement	Replacement			125,000			
C6 Dump truck	1987	Replacement			97,000			
M10 F150 Pick-Up 1/2 ton	1997	Replacement			30,000			
M6 Backhoe - no parts available	1998	Replacement			70,000			
C17 Dump truck	1998	Replacement			110,000			
C13 Laid Down Machine	1998	Replacement			60,000			
M5 F350 Pick-Up 3/4 ton	2006	Replacement			37,000			
Sidewalks	Replacement	Replacement				20,000		
S26 Gator	2010	Replacement				10,000		
C11 Solar Tech Arrow Board	2006	Replacement				20,000		
M8 2500 Pick-Up 3/4 ton	2003	Replacement				35,000		
M7 Rhino Boom Mower	2006	Replacement				15,000		
Auto Lift	2001	Replacement				7,000		
Sidewalks	Replacement	Replacement					20,000	
M12 Bobcat Tractor	2003	Replacement					60,000	
C18 Big Roller	1999	Replacement					90,000	
M2 Case Backhoe	2010	Replacement					90,000	
TOTAL PUBLIC WORKS			\$ 251,000	\$ 527,000	\$ 529,000	\$ 107,000	\$ 260,000	\$ -

Item	Acquisition Date	Purchase Type	FY 21-22	FY 22-23	FY 23-24	FY 24-25	FY 24-25	Non Funded
Sidewalks	Replacement	Replacement	20,000					
M1 F150 Pick-Up 1/2 ton	2012	Replacement	35,000	20,000				
Sidewalks	Replacement	Replacement		35,000				
M3 F150 Pick -Up 1/2 ton	2012	Replacement						
Sidewalks	Replacement	Replacement			20,000			
M14 F150 Pick-Up 1/2 ton	2013	Replacement			35,000			
C12A Doosan Compressor	2013	Replacement			15,000			
C10A Leeboy Motor Grader	2014	Replacement			45,000			
Sidewalks	Replacement	Replacement				20,000		
Sidewalks	Replacement	Replacement					20,000	
TOTAL PUBLIC WORKS			\$ 55,000	\$ 55,000	\$ 115,000	\$ 20,000	\$ 20,000	\$ -

City of Leon Valley
Public Works
 Request for Capital
 Fiscal Year 2017

Item Description:

New sidewalks along Evers Road \$125,000.
 Replacement sidewalks City-wide \$20,000.

Description of Benefit from Purchase in Improved Service or Lower Cost:

Provide ADA access along Evers Road. Replace broken sidewalks city-wide.
 This is required by law.

NUMBER OF ITEMS	2
COST PER ITEM	-
ADDITIONAL COST PER ITEM	-
TOTAL	<u><u>\$145,000</u></u>

City of Leon Valley
Public Works
Request for Capital
Fiscal Year 2017

Item Description:
Paver hauler.

Description of Benefit from Purchase in Improved Service or Lower Cost:
This equipment will reduce the wear and tear on heavy equipment being driven through the streets. In addition, the roller leaves dents in streets that will be prevented with the purchase of the hauler, by being able to load the roller and drive it to the jobsites.

NUMBER OF ITEMS	-
COST PER ITEM	-
ADDITIONAL COST PER ITEM	-
TOTAL	<u><u>\$45,000</u></u>

City of Leon Valley
Public Works
Request for Capital
Fiscal Year 2017

Item Description:
3 ton asphalt roller.

Description of Benefit from Purchase in Improved Service or Lower Cost:
Replace worn out roller for street/asphalt repairs. The roller is used during asphalt repair projects and the purchase of a new model will assure these projects are completed in a timely manner.

NUMBER OF ITEMS	1
COST PER ITEM	-
ADDITIONAL COST PER ITEM	-
TOTAL	<u><u>\$45,000</u></u>

**City of Leon Valley
Public Works
Request for Capital
Fiscal Year 2017**

Item Description:
Heated tack kettle.

Description of Benefit from Purchase in Improved Service or Lower Cost:
Currently, crew uses 5 gallon buckets to spread the oil used in crack sealing streets. A lot of oil is wasted, as we don't have a wand with which to spread the oil directly on the cracks. Additionally, the oil is heated at the shop and then taken to the job site, which allows the oil to cool. The oil must be heated in order to be effective at sealing the cracks. This will also reduce the chance of injury, as the employees will not have to directly handle the oil.

NUMBER OF ITEMS	1
COST PER ITEM	-
ADDITIONAL COST PER ITEM	-
TOTAL	<u><u>\$16,000</u></u>

Development

Item	Acquisition Date	Purchase Type	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21	Non Funded
TOTAL DEVELOPMENT			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Item	Acquisition Date	Purchase Type	FY 21-22	FY 22-23	FY 23-24	FY 24-25	FY 24-25	Non Funded
TOTAL DEVELOPMENT			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Economic Development

Item	Acquisition Date	Purchase Type	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21	Non Funded
TOTAL ECONOMIC DEVELOPMENT			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Item	Acquisition Date	Purchase Type	FY 21-22	FY 22-23	FY 23-24	FY 24-25	FY 24-25	Non Funded
TOTAL ECONOMIC DEVELOPMENT			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Parks

<i>Item</i>	<i>Acquisition Date</i>	<i>Purchase Type</i>	<i>FY 16-17</i>	<i>FY 17-18</i>	<i>FY 18-19</i>	<i>FY 19-20</i>	<i>FY 20-21</i>	<i>Non Funded</i>
1) Shadow Mist Park Imps	2017	New	40,000					
2) Musical Instrument RR Park	2017	New	6,000					
Large BBQ smoker	1986	Replacement		3,500	3,500			
4 ft. slide - pink & yellow	1996	Replacement			10,000			
Playground equipment	1997	Replacement					50,000	
Multi-purpose play structure	1996	Replacement						
TOTAL PARKS			\$ 46,000	\$ 3,500	\$ 13,500	\$ -	\$ 50,000	\$ -

<i>Item</i>	<i>Acquisition Date</i>	<i>Purchase Type</i>	<i>FY 21-22</i>	<i>FY 22-23</i>	<i>FY 23-24</i>	<i>FY 24-25</i>	<i>FY 24-25</i>	<i>Non Funded</i>
TOTAL PARKS			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

**City of Leon Valley
Parks and Recreation
Request for Capital
Fiscal Year 2017**

Item Description:

Improvements and or equipment for the Shadow Mist, The Ridge, Old Mill Subdivision Parks and the Aquarium Detention Pond easement trail

Description of Benefit from Purchase in Improved Service or Lower Cost:

Improvements and or equipment for the Shadow Mist, The Ridge, Old Mill Subdivision Parks and the Aquarium Detention Pond easement trail

NUMBER OF ITEMS	1
COST PER ITEM	-
ADDITIONAL COST PER ITEM	-
TOTAL	<u><u>\$40,000</u></u>

**City of Leon Valley
Parks and Recreation
Request for Capital
Fiscal Year 2017**

Item Description:
New Musical Instruments.

Description of Benefit from Purchase in Improved Service or Lower Cost:
Provides additional recreation at Raymond Rimkus Park and completes the set.

NUMBER OF ITEMS	1
COST PER ITEM	-
ADDITIONAL COST PER ITEM	-
TOTAL	<u>\$6,000</u>

Library

Item	Acquisition Date	Purchase Type	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21	Non Funded
1) Library materials-all formats all ages	New	New	12,700					
Library materials-all formats all ages	New	New		15,000				
Library materials-all formats all ages	New	New			10,000			
Library materials-all formats all ages	New	New				5,000		
TOTAL LIBRARY			\$ 12,700	\$ 15,000	\$ 10,000	\$ 5,000	\$ -	\$ -

Item	Acquisition Date	Purchase Type	FY 21-22	FY 22-23	FY 23-24	FY 24-25	FY 24-25	Non Funded
Display Unit	New	New	4,000					
Air Units 3 @approx. \$10K each	Replacement	Replacement					30,000	
TOTAL LIBRARY			\$ 4,000	\$ -	\$ -	\$ -	\$ 30,000	\$ -

**City of Leon Valley
Library
Request for Capital
Fiscal Year 2017**

Item Description:

Library Materials for all types of materials and for customers of all ages. Additions to the library collections in all areas is important to keep current in both fiction and non-fiction areas. Proposed purchases for ALL areas include: Print materials, Audio Books on disc, DVDs for all audiences, eBooks and downloadable audio books.

Description of Benefit from Purchase in Improved Service or Lower Cost:

The materials budget will allow for the purchase of current and replacement materials to keep the Library Collection up to date with current materials necessary for excellent public service.

NUMBER OF ITEMS	Varies
COST PER ITEM	Varies
ADDITIONAL COST PER ITEM	
TOTAL	<u><u>\$12,700</u></u>

Communications

Item	Acquisition Date	Purchase Type	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21	Non Funded
Main Server	Replacement	2006	23,053					
TOTAL COMMUNICATIONS			\$ 23,053	\$ -	\$ -	\$ -	\$ -	\$ -

Item	Acquisition Date	Purchase Type	FY 21-22	FY 22-23	FY 23-24	FY 24-25	FY 24-25	Non Funded
TOTAL COMMUNICATIONS			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21	Non Funded
TOTAL BY FISCAL YEAR	\$ 434,998	\$ 741,500	\$ 762,500	\$ 381,000	\$ 310,000	\$ -

	FY 21-22	FY 22-23	FY 23-24	FY 24-25	FY 24-25	Non Funded
TOTAL BY FISCAL YEAR	\$ 1,091,000	\$ 138,000	\$ 335,000	\$ 113,000	\$ 162,000	\$ -

CITY OF LEON VALLEY
ENTERPRISE FUND 10 YEAR CAPITAL ACQUISITION PLAN
FY 2017

Item	Acquisition Date	Purchase Type	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21	Non Funded
1) WA-Vacuum trailer	2016	New	43,000					
WA-Purchase water rights	2016	New	140,000					
1) SW-Push camera	2016	New	13,000					
WA-replace water Mains City-wide	1960 - 1990	Replacement		150,000				
WA-W1 Dump truck F350 3/4 ton	1994	Replacement		70,000				
WA-W6 Utility Truck F350 3/4 ton	1995	Replacement		35,000				
SW-Replace Sewer Mains City-wide	1960 - 1990	Replacement		150,000				
WA-Replace Water Mains City-Wide	1960-1990	Replacement		150,000				
WA-Grass Hill storage building	1997	Replacement		7,000				
WA-Elevated storage tank - Marshall	1960	Replacement		800,000				
SW-Replace Sewer Mains City-wide	1960 - 1990	Replacement		150,000				
WA-Replace Water Mains City-Wide	1960-1990	Replacement			150,000			
WA-W8 Case Backhoe	2009	Replacement			80,000			
SW-Replace Sewer Mains City-wide	1960 - 1990	Replacement			150,000			
WA-Replace Water Mains City-Wide	1960-1990	Replacement				150,000		
WA-Ground Storage Tank - Grass Hill	1978	Rehab					150,000	
WA-Elevated storage tank - Grass Hill		Rehab					465,319	
SW-Replace Sewer Mains City-wide	1960 - 1990	Replacement					400,000	
							150,000	
TOTAL BY FISCAL YEAR			\$ 196,000	\$ 405,000	\$ 1,107,000	\$ 380,000	\$ 1,165,319	\$ -

<i>Item</i>	<i>Acquisition Date</i>	<i>Purchase Type</i>	<i>FY 21-22</i>	<i>FY 22-23</i>	<i>FY 23-24</i>	<i>FY 24-25</i>	<i>FY 25-26</i>	<i>Non Funded</i>
WA-Elevated storage tank - Taylor		Rehab	400,000					
SW-Replace Sewer Mains City-wide	1960 - 1990	Replacement	150,000					
SW-Replace Sewer Mains City-wide	1960 - 1990	Replacement	150,000					
WA-Replace water mains city-wide	1960-1990	Replacement		150,000				
WA-W3 1/2 ton pickup truck	2013	Replacement		30,000				
SW-Replace Sewer Mains City-wide	1960 - 1990	Replacement		150,000				
WA-Replace water Mains City-wide	1960 - 1990	Replacement			150,000			
SW-Replace Sewer Mains City-wide	1960 - 1990	Replacement			150,000			
SW-W10 3/4 ton Pickup truck	2016	Replacement			35,000			
SW-W11 Sewer jet machine	2016	Replacement			35,000			
WA-Replace water Mains City-wide	1960 - 1990	Replacement				150,000		
SW-Replace Sewer Mains City-wide	1960 - 1990	Replacement				150,000		
WA-Replace water Mains City-wide	1960 - 1990	Replacement					150,000	
WA-Purchase water rights	New	New					140,000	
SW-Replace Sewer Mains City-wide	1960 - 1990	Replacement					150,000	
TOTAL BY FISCAL YEAR			\$ 700,000	\$ 330,000	\$ 370,000	\$ 300,000	\$ 440,000	\$ -

City of Leon Valley
Enterprise Fund/Water
Request for Capital
Fiscal Year 2017

Item Description:
Vacuum Trailer.

Description of Benefit from Purchase in Improved Service or Lower Cost:
Allows for repairs to water main without digging up street. The vacuum head reduces the need for a larger excavation of street, which improves safety for the crew and reduces the costs associated with main breaks.

NUMBER OF ITEMS	-
COST PER ITEM	-
ADDITIONAL COST PER ITEM	-
TOTAL	<u><u>\$43,000</u></u>

**City of Leon Valley
Enterprise Fund/Water
Request for Capital
Fiscal Year 2017**

Item Description:
Water rights - 20 acre feet.

Description of Benefit from Purchase in Improved Service or Lower Cost:
Provide for adequate future water supply. The City currently leases 300 acre feet of water and the lease is due to expire in December of 2019. In order to make up the difference, the City can either buy or lease an additional amount of water. It is prudent to purchase the water rights, as any additional not being used can be leased to other entities.
A water supply fee and impact fees are charged to the customers for specifically this purpose.

NUMBER OF ITEMS	-
COST PER ITEM	-
ADDITIONAL COST PER ITEM	-
TOTAL	<u><u>\$140,000</u></u>

**City of Leon Valley
Enterprise Fund/Sewer
Request for Capital
Fiscal Year 2017**

Item Description:
Push camera.

Description of Benefit from Purchase in Improved Service or Lower Cost:
Allows for faster diagnosis of clogged sewer lines. The proposed camera has a smaller camera head which will fit into cleanouts, providing better customer service.

NUMBER OF ITEMS	-
COST PER ITEM	-
ADDITIONAL COST PER ITEM	-
TOTAL	<u><u>\$13,000</u></u>

CITY OF LEON VALLEY
COMMUNITY CENTER FUND 10 YEAR CAPITAL ACQUISITION PLAN
FY 2017

Item	Acquisition Date	Purchase Type	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21	Non Funded
Exterior double (metal doors	2001	Replacement	7,000					
Awnings (3)	2001	Replacement	4,500	8,000				
Sound system					5,000	15,000	4,500	
Kitchen floor								
Kitchen cabinets and sink								
Interior doors	2001	Replacement						
TOTAL BY FISCAL YEAR			\$ 11,500	\$ 8,000	\$ 5,000	\$ 15,000	\$ 4,500	\$ -

Item	Acquisition Date	Purchase Type	FY 21-22	FY 22-23	FY 23-24	FY 24-25	FY 24-25	Non Funded
Bathroom floors	2001	Replacement	5,000					
Bathroom fixtures	2001	Replacement		5,000	5,000			
Storage area floor	2001	Replacement				3,500		
Ice machine	1998	Replacement						
TOTAL BY FISCAL YEAR			\$ 5,000	\$ 5,000	\$ 5,000	\$ 3,500	\$ -	\$ -

**City of Leon Valley
Community Center Fund
Request for Capital
Fiscal Year 2017**

Item Description:
Exterior Steel Doors

Description of Benefit from Purchase in Improved Service or Lower Cost:
Improved Security to provide enhanced customer service to residents, senior citizens, civic organizations and others, to attract clients on a fee basis. This is the logical next step in improving the quality of the Community Center.

NUMBER OF ITEMS	1
COST PER ITEM	7,000
ADDITIONAL COST PER ITEM	-
TOTAL	<u>\$7,000</u>

**City of Leon Valley
Community Center Fund
Request for Capital
Fiscal Year 2017**

Item Description:
Awnings.

Description of Benefit from Purchase in Improved Service or Lower Cost:
Improved Security to provide enhanced customer service to residents, senior citizens, civic organizations and others, to attract clients on a fee basis. This is the logical next step in improving the quality of the Community Center.

NUMBER OF ITEMS	3
COST PER ITEM	1,500
ADDITIONAL COST PER ITEM	-
TOTAL	<u><u>\$4,500</u></u>

CITY OF LEON VALLEY
POLICE FORFEITURE 10 YEAR CAPITAL ACQUISITION PLAN
FY 2017

<i>Item</i>	<i>Acquisition Date</i>	<i>Purchase Type</i>	<i>FY 16-17</i>	<i>FY 17-18</i>	<i>FY 18-19</i>	<i>FY 19-20</i>	<i>FY 20-21</i>	<i>Non Funded</i>
Cover for police vehicles	New	New	19,905					
Police vehicles (3)	Variable	Replacement		149,000				
Portables Radio Conversion	Variable	Replacement		113,400				
Police vehicles (3)	Variable	Replacement			151,000			
Tasers	Variable	Replacement			45,000			
Body Cameras	Variable	Replacement				45,000		
Police vehicles (3)	Variable	Replacement				153,000		
Police vehicles (3)	Variable	Replacement					155,000	
Body Armor	Variable	Replacement					45,000	
TOTAL BY FISCAL YEAR			\$ 19,905	\$ 262,400	\$ 196,000	\$ 198,000	\$ 200,000	\$ -

<i>Item</i>	<i>Acquisition Date</i>	<i>Purchase Type</i>	<i>FY 21-22</i>	<i>FY 22-23</i>	<i>FY 23-24</i>	<i>FY 24-25</i>	<i>FY 24-26</i>	<i>Non Funded</i>
Police Vehicles (3)	Variable	Replacement	157,000					
Police Vehicles (3)	Variable	Replacement		159,000				
Tasers	Variable	Replacement		50,000				
Police Vehicles (3)	Variable	Replacement			161,000			
Body Cameras	Variable	Replacement			50,000			
Police Vehicles (3)	Variable	Replacement				163,000		
Police Vehicles (3)	Variable	Replacement					165,000	
Body Armor	Variable	Replacement					50,000	
Police Vehicles (3)	Variable	Replacement						167,000
TOTAL BY FISCAL YEAR			\$ 157,000	\$ 209,000	\$ 211,000	\$ 163,000	\$ 215,000	\$ 167,000

**City of Leon Valley
Police Department (Forfeiture Fund)
Request for Capital
Fiscal Year 2017**

Item Description:

Covered parking for police vehicles.

Description of Benefit from Purchase in Improved Service or Lower Cost:
The covered parking for City vehicles help protect them for the elements.

NUMBER OF ITEMS	-
COST PER ITEM	19,905
ADDITIONAL COST PER ITEM	-
TOTAL	<u><u>\$19,905</u></u>